Axigen Standard WebMail - End-User Manual

This chapter presents the features included in the Axigen Standard WebMail interface, as well as the available configuration options, from a user's point of view. The sub-pages of this chapter will offer details on how to connect to the WebMail interface, manage the respective user account, add contacts to the address book, use the Calendar, Tasks, Journal and Notes to organize activities, manage email messages and WebMail folders and share or access other users' folders by using the Sharing options.

When accessing the Standard WebMail interface through a browser, the individual user can configure all of the parameters relative to their respective account, except for certain limitations imposed by the administrator (in terms of attachment size, mailbox quota, etc.).

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Accessing / Leaving the Standard WebMail

Connecting to the Axigen WebMail

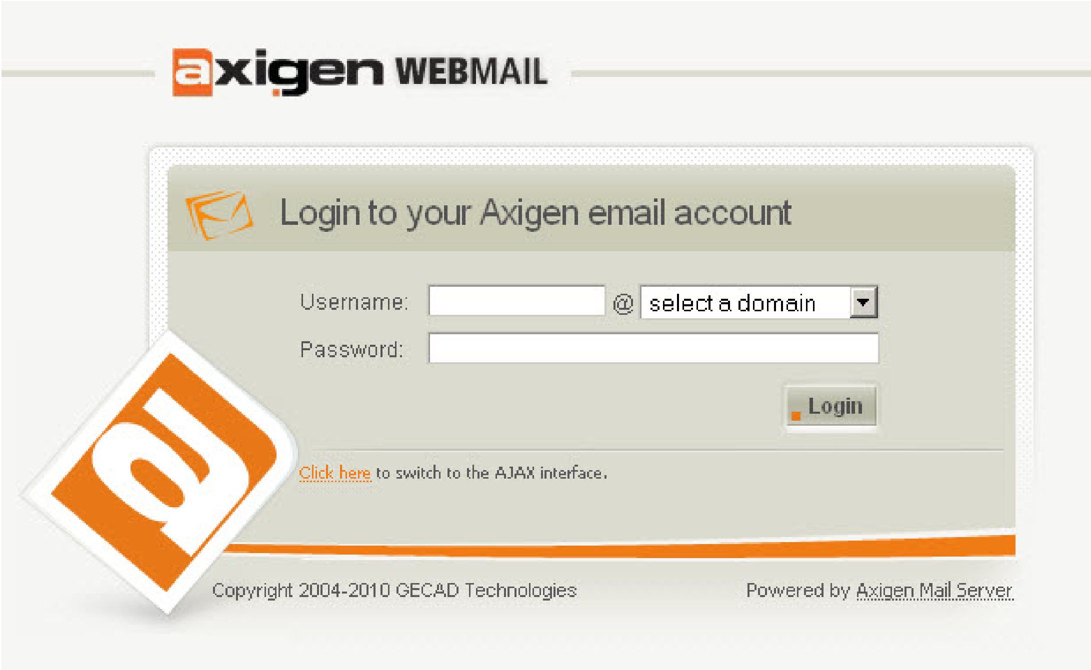
Usually, the Webmail interface should be accessed via a specific URL that is provided by the administrator of the respective Axigen server. If you do not know the address where you can access the Webmail interface, you should contact your mail server administrator.

To connect to the Axigen WebMail, enter the hostname or IP:port combination where your Axigen WebMail service is running, in your browser's address bar. When accessing the WebMail from the machine on which Axigen is installed, the default address is http://127.0.0.1:8000.

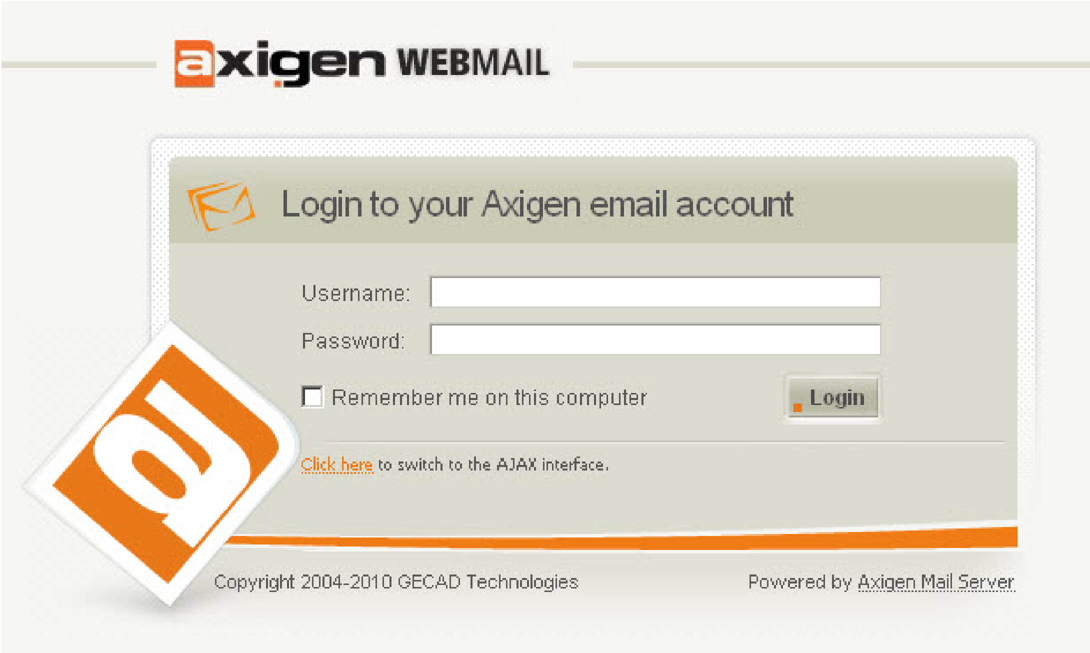
Login

In the window displayed when accessing the Webmail URL, enter the username and password provided by the system administrator.

If the respective Webmail login page is used for accessing multiple domains, then the domain selection box will be present at the right of the username text box, as shown in the screenshot below. Select your domain from the related box if the "select a domain" entry is present.



Check the "Remember me on this computer" option if you want the username to be remembered (automatically filled in) when you will access the Webmail interface. Note that this will only happen when accessing the Webmail login page from the same computer and the same browser that was used when this option was enabled. If your access the WebMail from another browser or computer, the username will not be automatically filled in.



If your administrator has allowed you to access the AJAX WebMail interface also, then the "Click here to switch to the AJAX interface" will be present in the login page. Use this link to switch to the AJAX Webmail interface.

Logout

To close the current WebMail session, click the "Logout" link in the right upper corner of the page, next to the username and the "Settings" link.

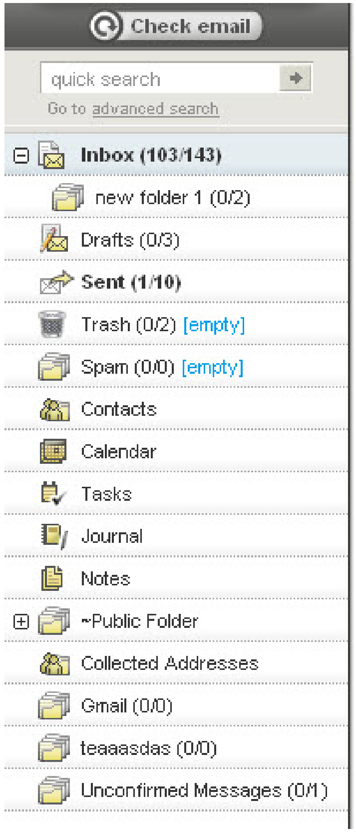
Finding Your Way Through the Standard WebMail

The Standard Webmail interface is structured to allow quick access to the most common user actions.

In the left column, you will find:

1. A "Check email" button, which you can use to force the update of both the folder tree and the email message list with any new messages that are received.
2. A search field, which allows you to search through the existing email messages stored in your account by using either the quick search option or, for more search criteria, the advanced search option.
3. A folder tree, which contains all the folders you have the permission to work with, regardless of their type (email folders, calendar folders etc.) or ownership (your own folders, public folders, other users' folders).

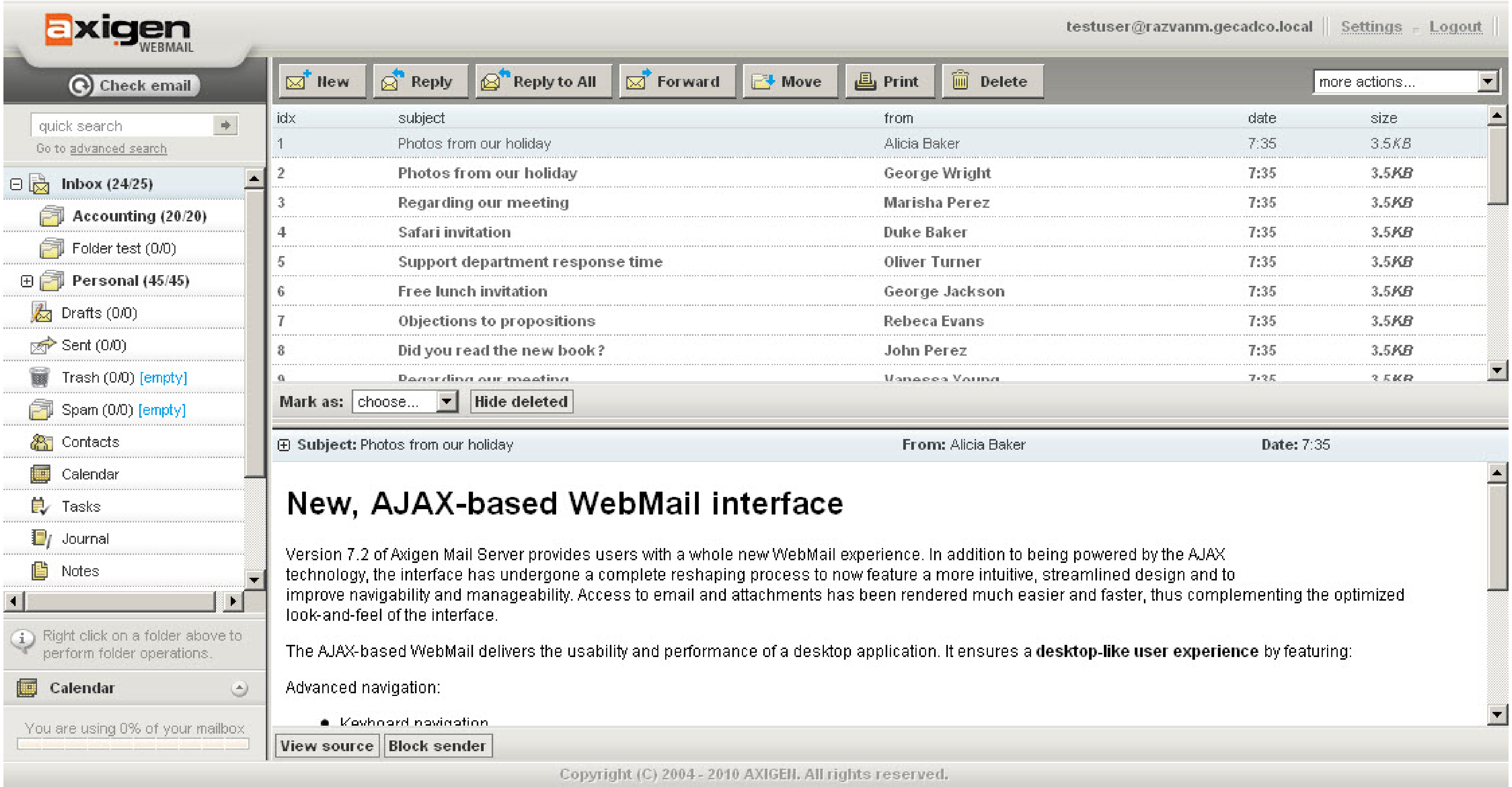
4. A mini calendar, expandable via the arrow button, which allows you to open your calendar (day view) to view or edit your appointments; this can be achieved by simply clicking on a specific day.
5. The currently used space, calculated as percentage of the maximum allowed mailbox size.



The top-right corner of the Standard Webmail contains:

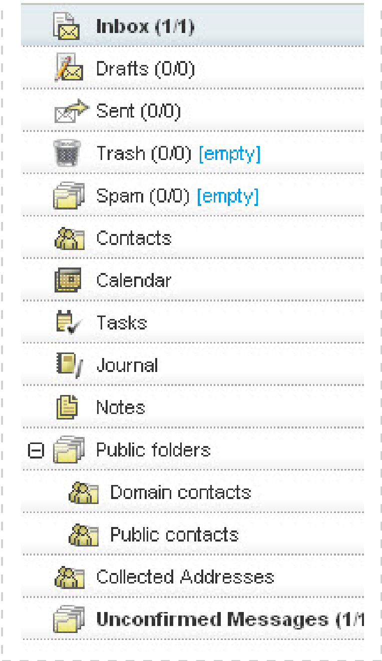
1. Your account name.
2. A "Settings" link, which you can use to access the user account configuration options.
3. A "Logout" link.

The main / central column of the Standard Webmail is used to display the content of the selected folder (e.g. an appointment list, if a calendar folder is selected, an email message list if an email folder is selected). Each view contains specific buttons that perform actions according to the type of view displayed. An example for an email folder view is shown in the screenshot below.



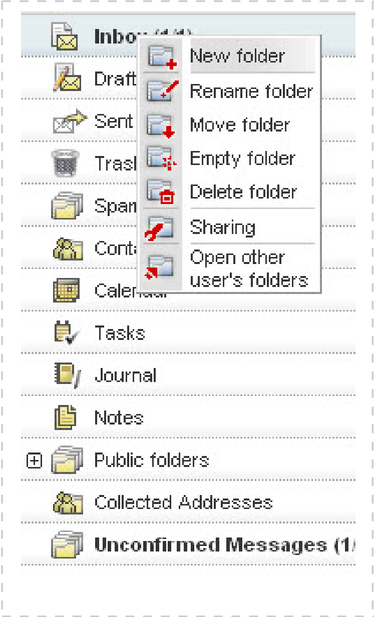
Folders structure

The left column of your WebMail account displays a tree structure which contains the folders the currently exist in your account. When first accessing your account via the Standard WebMail, the structure looks like this:



The folder tree helps you browse and manage the items in your account. As you can observe in the above screenshot, each folder type has a specific associated icon.

You can right-click on a folder in the tree view to view the operations you can perform on that folder.



Browsing through pages

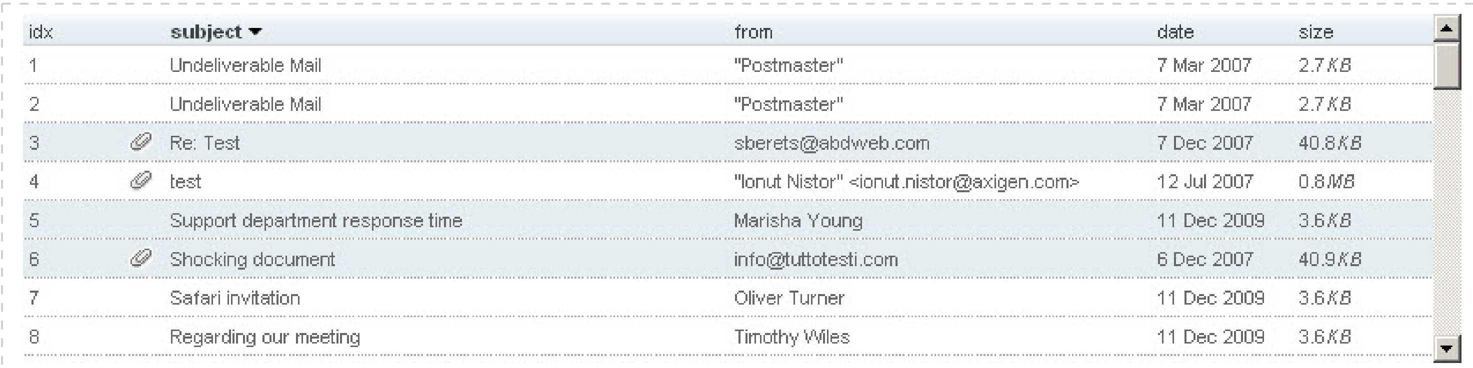
When you have a high number of messages displayed on separate pages in the email list view, you can browse through them with the help of the page navigation buttons (go to first, next, previous, last, or specific (by number) page) above the preview pane.

For example, if you have a large number of contacts in a specific contacts folder type, you can scroll down in each contact list page and then use the previous button, page number or the next button to browse through all the contacts.

Selecting items

When you wish to select several items (messages, contacts, tasks or notes), you can use the following keyboard shortcuts:

- Ctrl + left-click - for multiple item selection, one item at a time; generally used to select non-adjacent items;
- Shift + left-click - for multiple item selection; select the first item in the list and then click on a second item to select both items and ALL of the items in between.

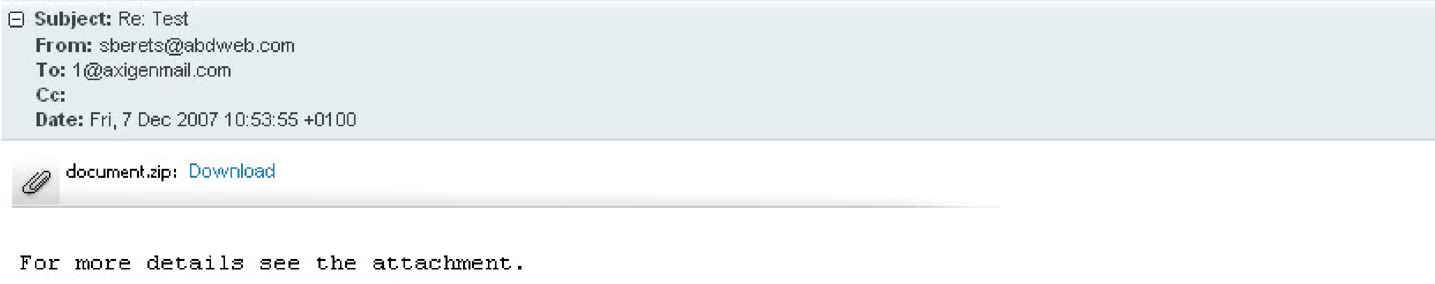


idx	subject	from	date	size
1	Undeliverable Mail	"Postmaster"	7 Mar 2007	2.7KB
2	Undeliverable Mail	"Postmaster"	7 Mar 2007	2.7KB
3	Re: Test	sberets@abdweb.com	7 Dec 2007	40.8KB
4	test	"Ionut Nistor" <ionut.nistor@axigen.com>	12 Jul 2007	0.8MB
5	Support department response time	Marisha Young	11 Dec 2009	3.6KB
6	Shocking document	info@tuttotesti.com	6 Dec 2007	40.9KB
7	Safari invitation	Oliver Turner	11 Dec 2009	3.6KB
8	Regarding our meeting	Timothy Wiles	11 Dec 2009	3.6KB

Generally, for the selected items, you should only use the Copy / Move / Delete actions. If you select multiple messages and click forward or reply, these actions will only be applied for the last selected message.

Previewing messages

When selecting an email, the message body will be displayed in the preview pane, below the email list. By default, the preview pane displays horizontally the sender, recipient(s) and date details of the email. To have them displayed vertically, press the "+" icon in front of the Subject line, as shown in the picture below.

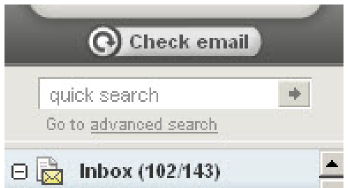


In the lower part of the preview pane, you can click the "View Source" button to open the full source of the selected email, including its headers and body, in a new tab. Click the "Block sender" button to add the sender of the selected message to your account-level blacklist.

Searching items

You can search through the email messages stored in your account by using the quick search or the advanced search option.

Below the "Check email" button you can find the "quick search" text box. Use this to enter the desired search pattern and click the arrow button to start the search. For more advanced search options, click the "Go to advanced search" link or access the "more actions..." menu (under the "Settings" and "Logout" links) and choose the "Advanced Search" option.



Note: The "quick search" option will only search in the folder selected from your folder tree. To search in more than one folder, use the advanced search option.

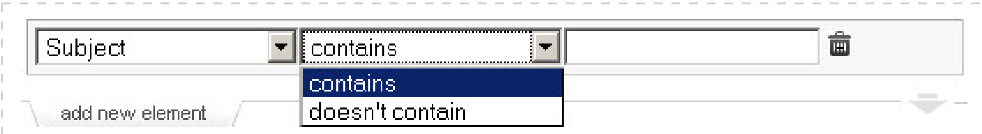
The quick search results will be displayed in the same window and can be sorted by any of the fields displayed in the message list header ("From", "To", "Subject", "Date", "Size").

Using the advanced search (for messages)

When accessing the advanced search window, choose whether the query should match all or any criteria of the specified search elements. Add as many search criteria as you need by clicking the "add new element" link or delete them by hitting their corresponding trash bin shaped button.

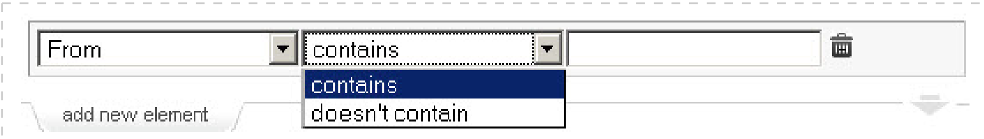
The full list of the criteria available for advanced search:

- "Subject" - email's subject field



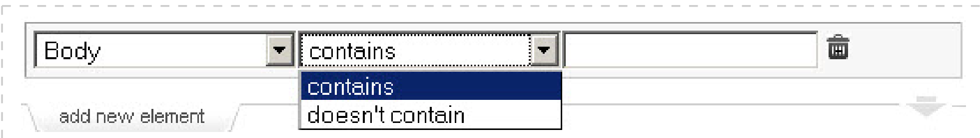
Options: "Contains"; "Does not contain";

- "From" - sender's email address



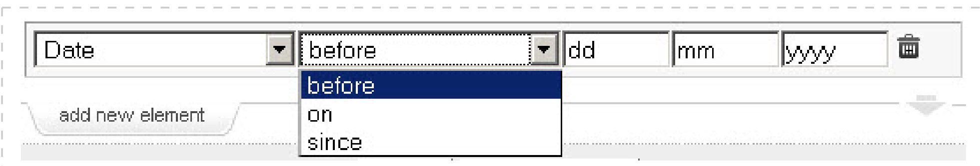
Options: "Contains"; "Does not contain";

- "Body" - the email content



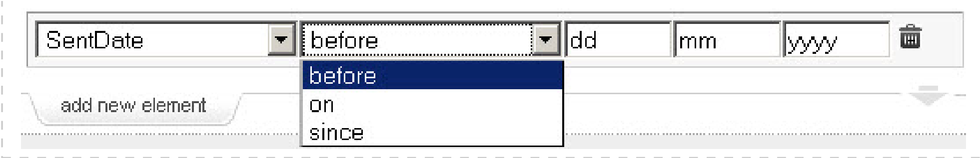
Options: "Contains"; "Does not contain";

- "Date" - the date the email was received



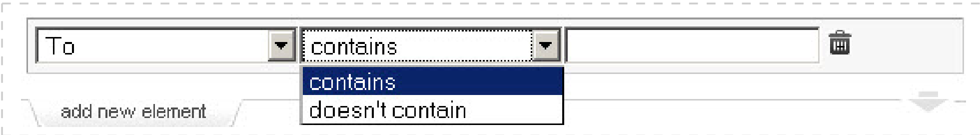
Options: "Before"; "On"; "Since";

- "Sent Date" - the date the email was sent



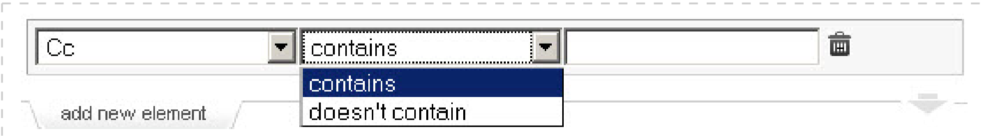
Options: "Before"; "On"; "Since";

- "To" - recipients' email address



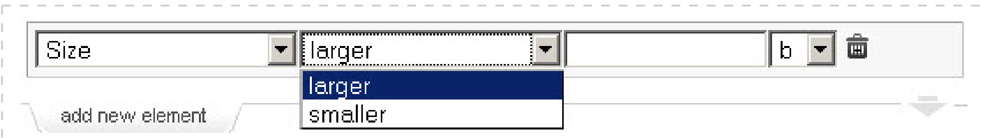
Options: "Contains"; "Does not contain";

- "Cc" - the addresses found in the Cc header



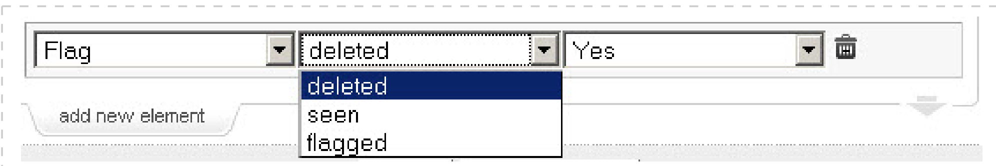
Options: "Contains"; "Does not contain";

- "Size" - the email message size



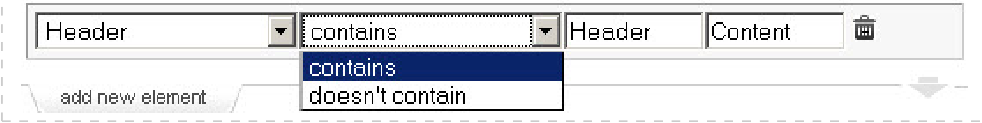
Options: "Larger"; "Smaller". Enter the size value in the related text box and select the measurement unit from the next drop-down box - b (bytes), kb (kilobytes) or mb (megabytes);

- "Flag" - used to find messages that have a specific flag



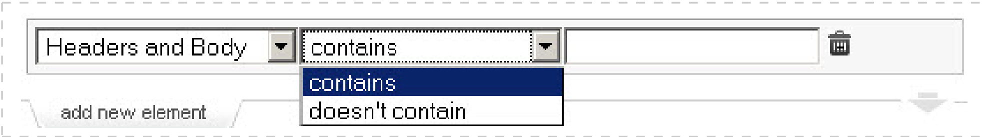
Options: "deleted"; "seen"; "flagged" - according to the marking used by the Standard WebMail; after selecting the desired flag, you can choose from the next drop-down box "yes" or "no", meaning if the flag is applied or not (seen / unseen, deleted / not deleted, flagged / not flagged);

- "Header" - you can define the custom header name and content for which to search



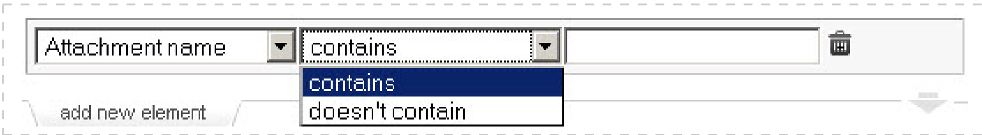
Options: "Contains"; "Does not contain";

- "Headers and body" - searches all headers and email content for a specific term



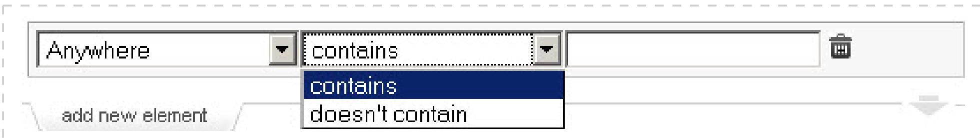
Options: "Contains"; "Does not contain";

- "Attachment name" - used to search for emails containing attachments with a specific name



Options: "Contains"; "Does not contain";

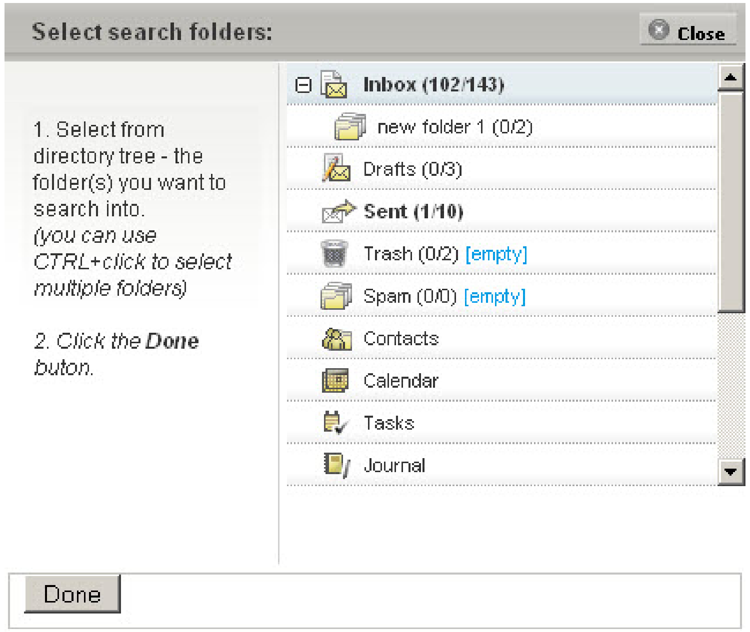
- "Anywhere" - the entire email message content (all the above criteria)



Options: "Contains"; "Does not contain";

Use the drop-down menu to select the desired search element type.

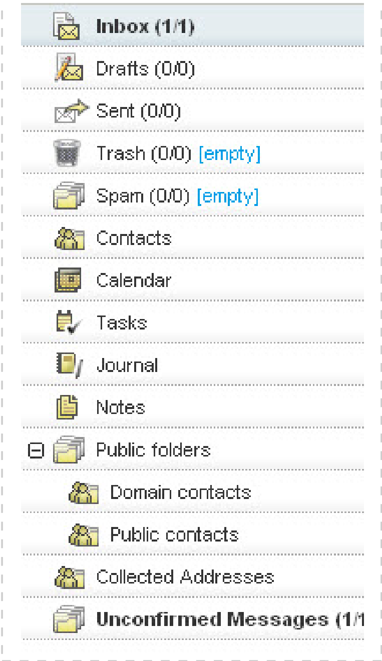
You can also establish the folders in which you want the search to be performed by clicking the "Choose folders" button and selecting them from the folder tree in the new window. Please note that public folders are not available. The folders you choose will be displayed in the "Selected folders" section. Finally, click the "Search" button to find the information you need.



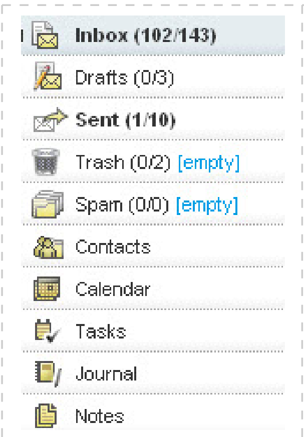
Note: The search function also supports internationalized searches. Having this feature, language-specific characters can be used w hen running a search (i.e. using diacritics).

Working with Folders in the Standard WebMail

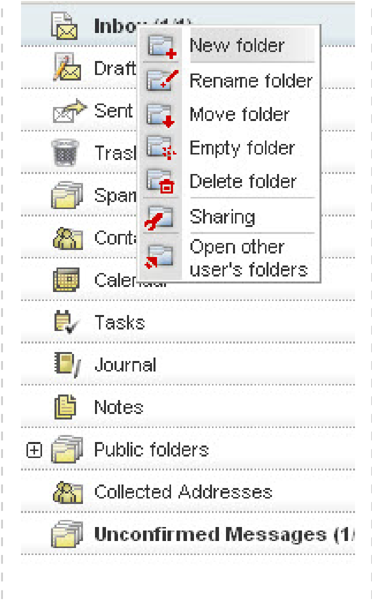
The left column of your Standard WebMail interface displays a tree structure containing the folders that currently exist in your account. When you first access your account, the structure looks as shown below.



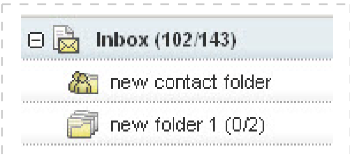
The folder tree view helps you browse and manage the messages in your account. Each folder type has a specific icon associated. Correspondences between the folder type and the associated icon can be seen below.



To display the list of actions available for a specific folder, simply right-click on the required folder in the folder tree.

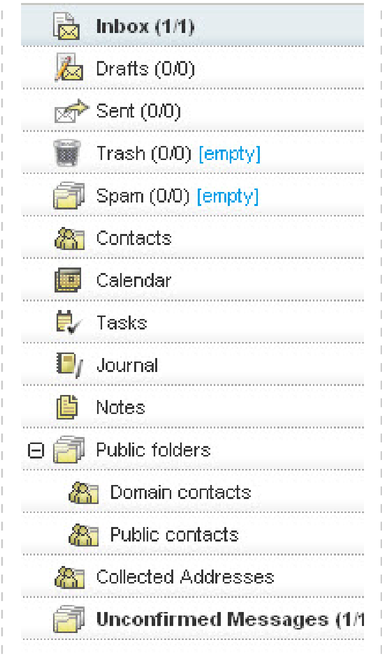


For each top-level folder you can create custom sub-folders. The sub-folder type does not have to be the same as the top folder. As such you can have a calendar type sub-folder created under an email type folder. An example of such a structure is shown in the below screenshot.



Default folders

When you first access your account via the Standard Webmail interface, the folder tree will contain a list of default folders which are automatically created for each account. The default folders are depicted in the screenshot below.



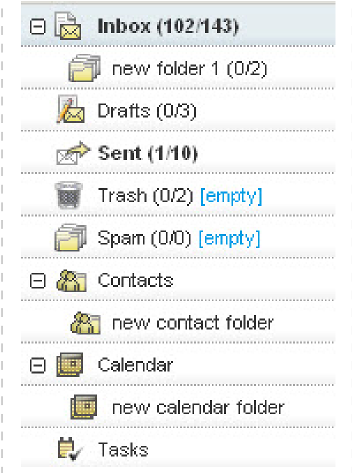
Note: The default folders cannot be renamed or deleted.

The default folders are organized to allow quick access to the most commonly used email folders ("Inbox", "Drafts", "Sent", "Spam", "Trash"). Continuing down the folder list, you can access your "Contacts" folder and the "Calendar", "Tasks", "Journal" and "Notes" folders, which allow you to plan and organize your activity.

Below you will find the "Public Folders" which, when expanded, contains, by default, the "Domain Contacts" and "Public Contacts" folders, providing contact information related to the accounts in your domain and specific contacts that are meant to be shared between the users of your domain.

Custom personal folders

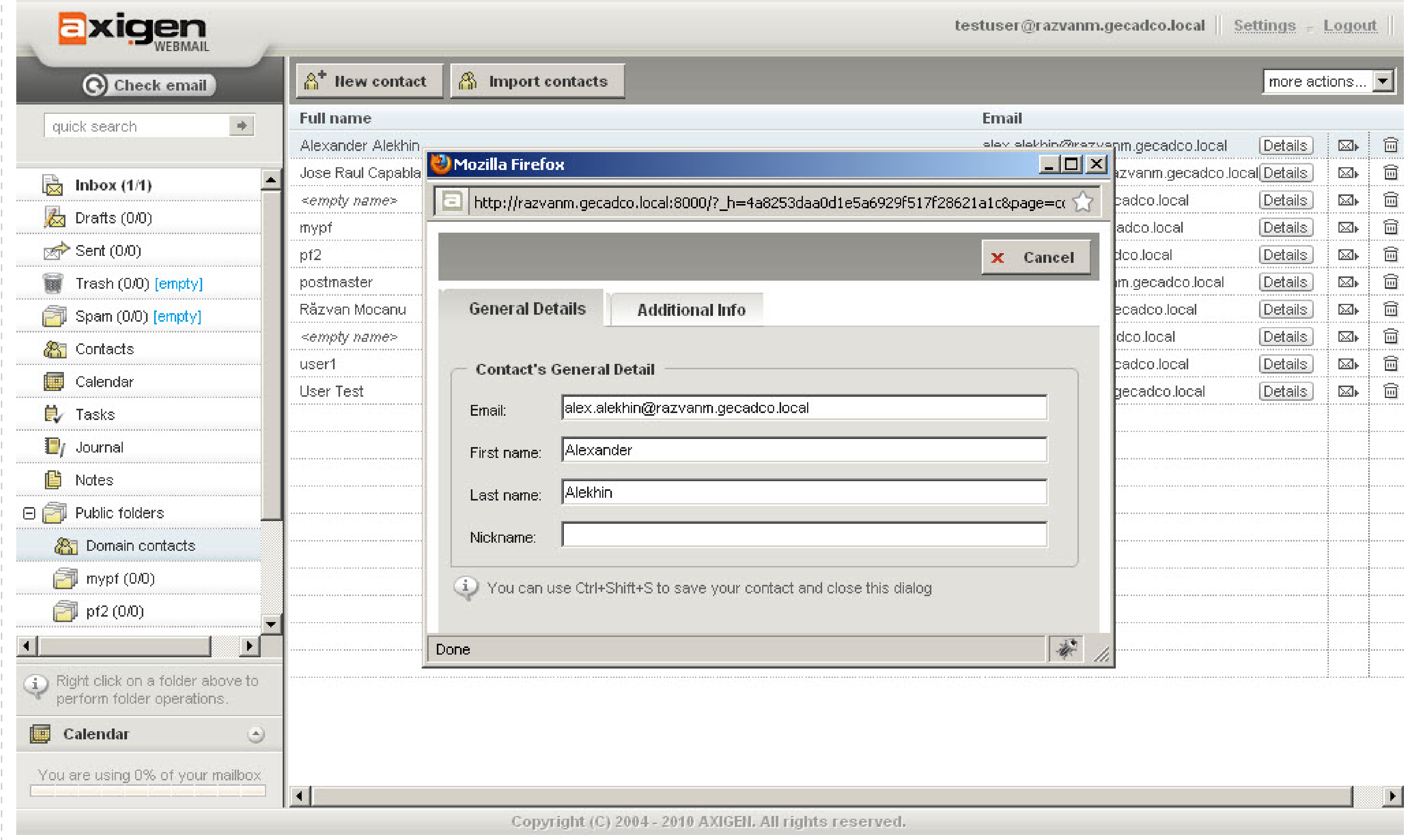
From both WebMail and MS Outlook, you can create a special folder types: "Mail", "Calendar", "Tasks", "Journal", "Contacts", "Notes". Each special folder has type-specific view to display its contents (i.e. calendar view(s) for calendar-type folders, contacts view for contact-type folders and so on).



Aside from its specific view, each special folder type has a list view which consists of a list of objects in that folder. The list view has more pages so the user can view only a few items at a time. When editing an object in the list view, the application remembers the page so that after the object is updated the position in the list is not lost.

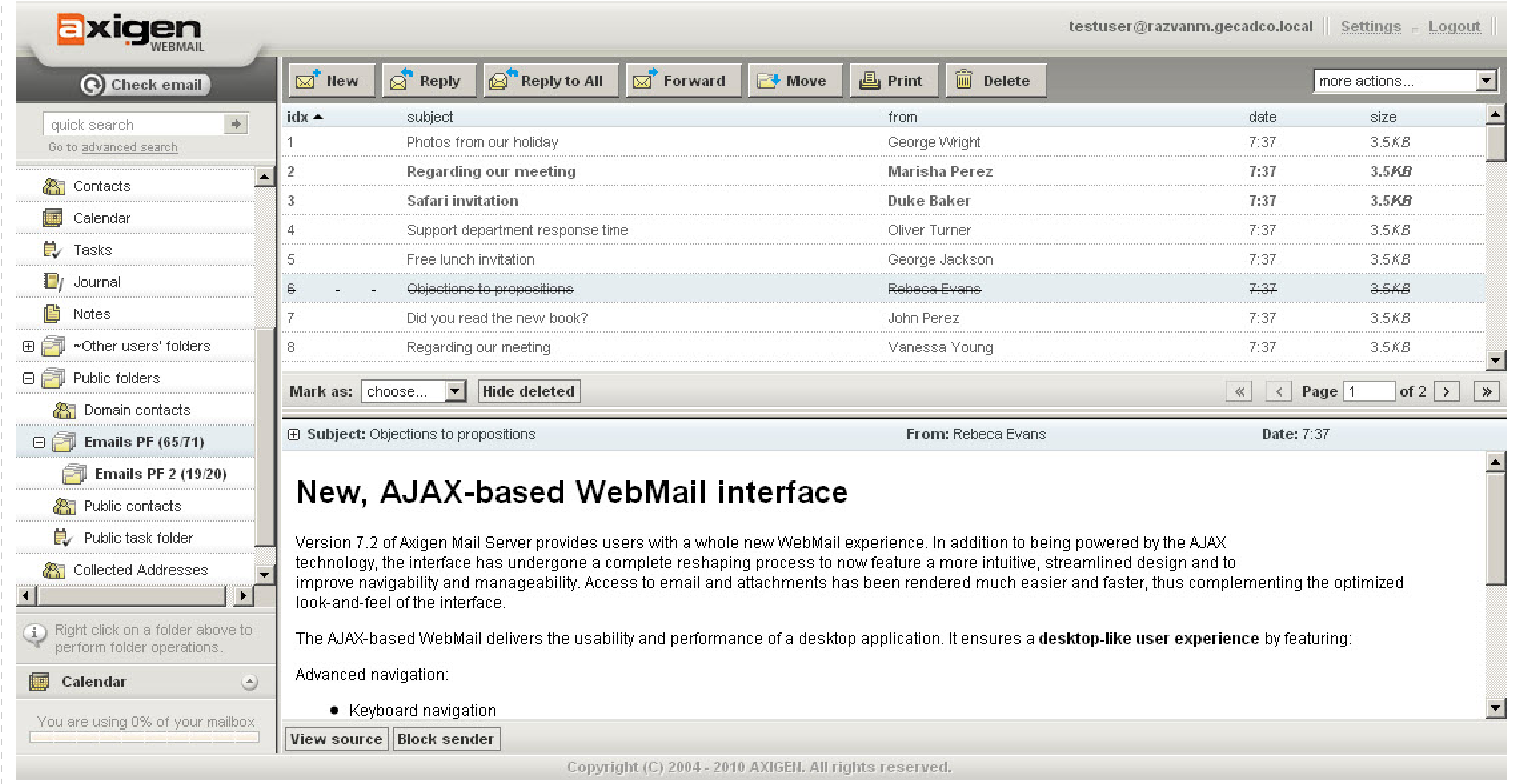
Note: After the folder creation, the folder type cannot be modified.

For special public folders, all action buttons are displayed, regardless of the permissions. When editing an item, the action buttons in the edit pop-up are displayed or not, depending on the permissions. For example, if the current user does not have the "Edit" (i.e. delete & create) permission, the "Save" button will not appear; moreover, all input controls will be disabled.



Public folders

Through public folders, users can share email messages, contacts, tasks etc. by simply copying and / or moving them to a public folder. Domain administrators can also associate a certain email address with a public folder. Thus, emails can be sent directly to the public folder.



While they cannot permanently delete messages from public folders, when using the Standard WebMail, users can mark the messages they choose as deleted and hide the emails with such marks. Thus, users are not compelled to view the messages that do not interest them.

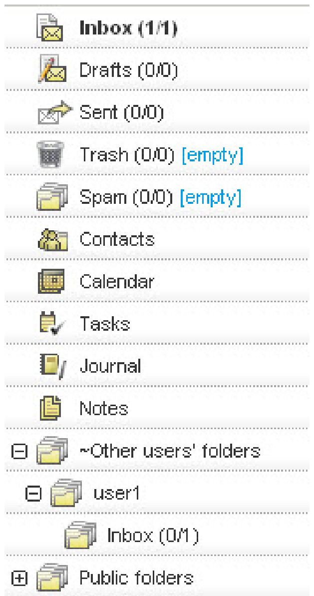
Users can also set other types of flags for their public folders, such as "Read" / "Not read" or "Flagged" / "Not flagged". These options affect the email messages of the respective individual account, not the actual content of the public folders.

Other users' folders

Click the "Subscribe" button, in "Settings" -> "Sharing Permissions" -> "Open other user's folders" or right-click in the folder tree section and choose "Open other user's folders" to have access to folders shared by other users. You can either type the email address in the "Shared by" field or click the "Select" button to choose it from the list of contacts in your domain.

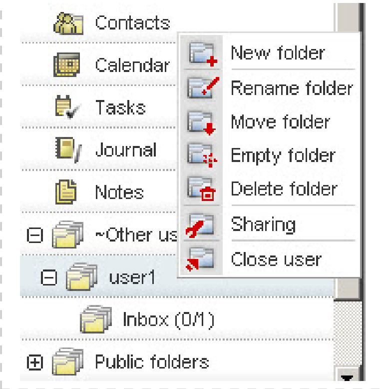
Warning: This option works only for users in the same domain that have set one of the permissions levels (except "None").

The folder will appear in the "Other users' folders" section of your folder tree, right above the "Public Folders":



Expand the "Other users' folders" parent folder to view a list of folders corresponding to the accounts that you have opened a shared folder from. Expand each account folder to view the available shared folders.

If you do not wish to see the folders shared by a certain user anymore, close them by right-clicking on the folder displaying the user's name (or one of its sub-folders) and choosing the "Close user" option.



Note: The actions you are allow ed to perform on other users' folders depend on the permission level that w as assigned to your account by the ow ner of the folder.

Managing folders (contextual menu)

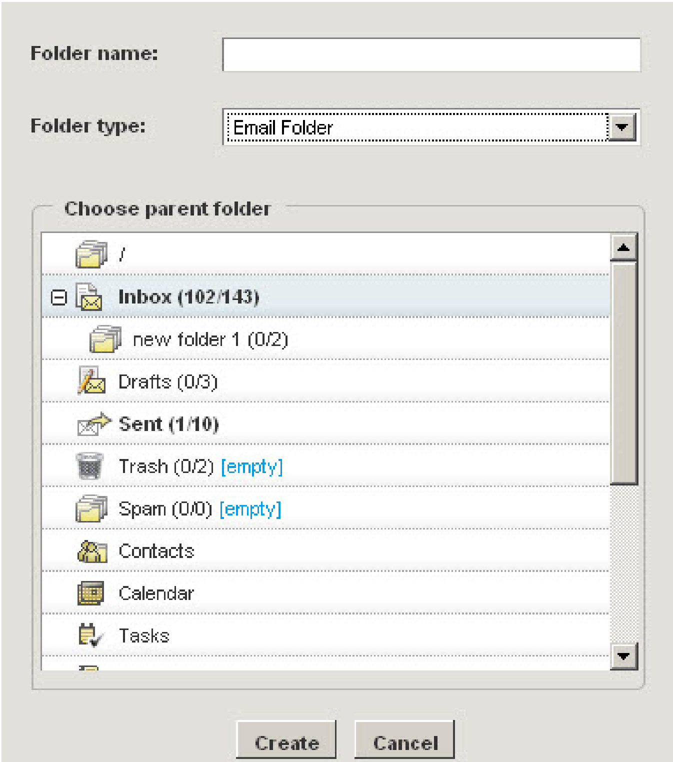
Right-click on any folder in the folder tree (be it personal, public or shared, mail, calendar, task, journal or notes) brings up a context menu with the following options: "New folder", "Rename folder", "Move folder", "Empty folder", "Delete folder", "Sharing", "Open (or Close) other user's folders".

While these options always appear in the context menu, they might work or not, depending on the specific permissions set on the selected folders.

When clicking on any of these options, a new pop-up window is displayed, allowing you to make the desired changes.

New folder

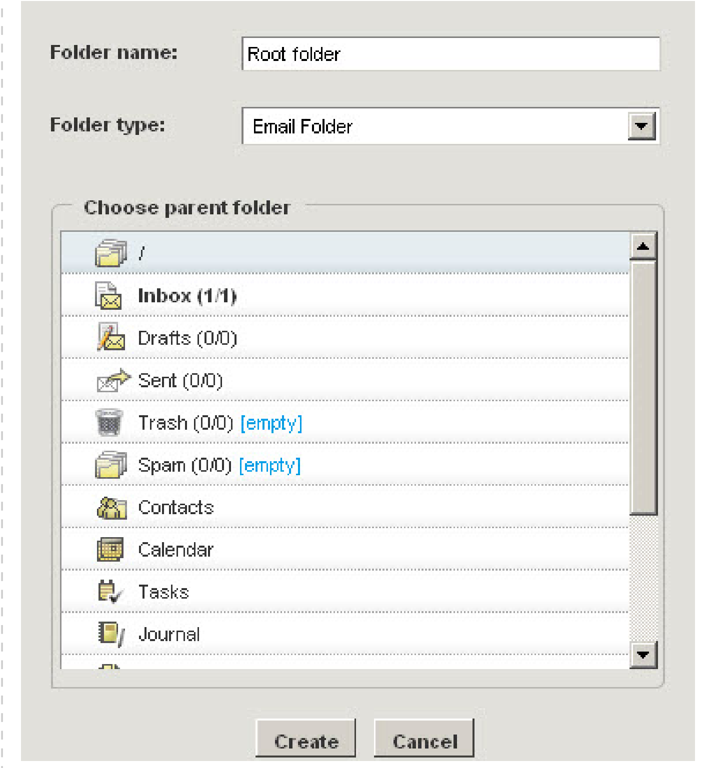
To create a new folder, right-click on a folder from the folder tree and select the "New Folder" option. A new window will be displayed, allowing you to specify the name of the new folder in the "Folder name" text area, the folder type ("Email", "Calendar", "Tasks", "Journal", "Notes" or "Contacts") and select its location in the folder tree. To finish, press the "Create" button or choose "Cancel" if you have changed your mind.



Note: When you create a sub-folder, the type does not have to be the same as the parent folder. As such, you can have a calendar type sub-folder created in an email type folder.

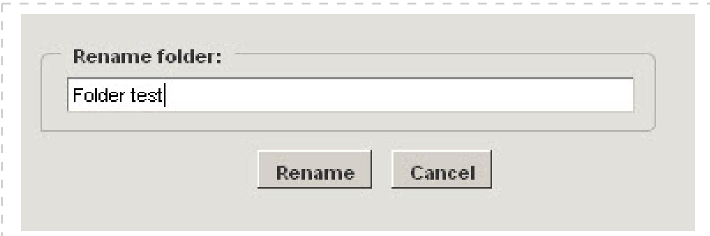
Note: You cannot use the "~", "%" or "*" characters in the folder name. If a character that is not allowed is used in a folder's name, during the new folder creation process, a pop-up error will be displayed when attempting to create the folder, as shown below.

If you wish to add a new folder on the same tree level as the default folders ("Inbox", "Drafts" etc.) then select the "/" entry as the parent folder, as shown in the screenshot below.



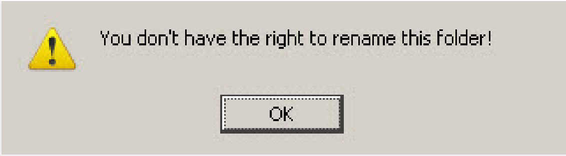
Rename folder

To rename a folder, right-click on it in the folder tree and select the "Rename folder" option. A new window will be displayed, allowing you to specify the new name of the folder.



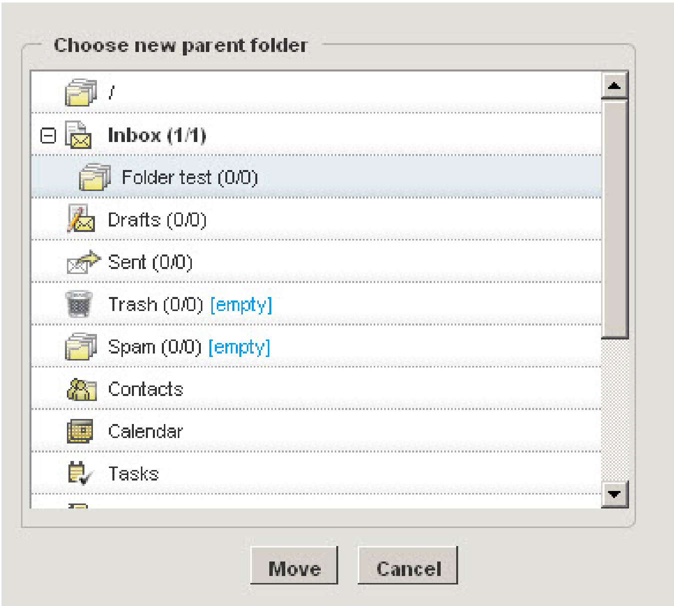
Note: You cannot use the "~", "%" or "*" characters in the folder name.

Note: Renaming a public folder or other user's opened shared folders will succeed only if your user was granted the required permissions by the actual folder owner. Otherwise, an error message will be displayed, as depicted below.



Move folder

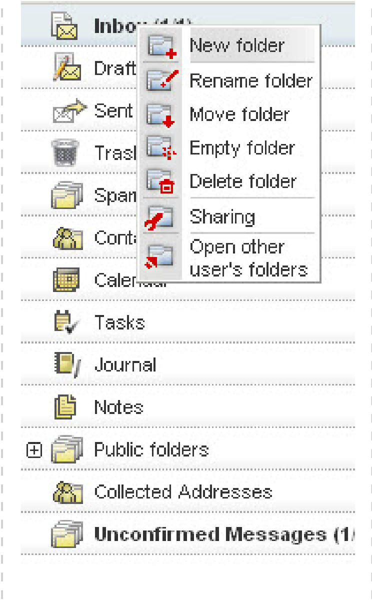
To move a folder, right-click on it from the folder tree and select the "Move folder" option. A new window will be displayed, allowing you to choose a new parent for the selected folder.



Note: Moving a public folder or other user's opened shared folders will succeed only if your user was granted the required permissions by the actual folder owner. Otherwise, an error message will be displayed, as shown in the image below.

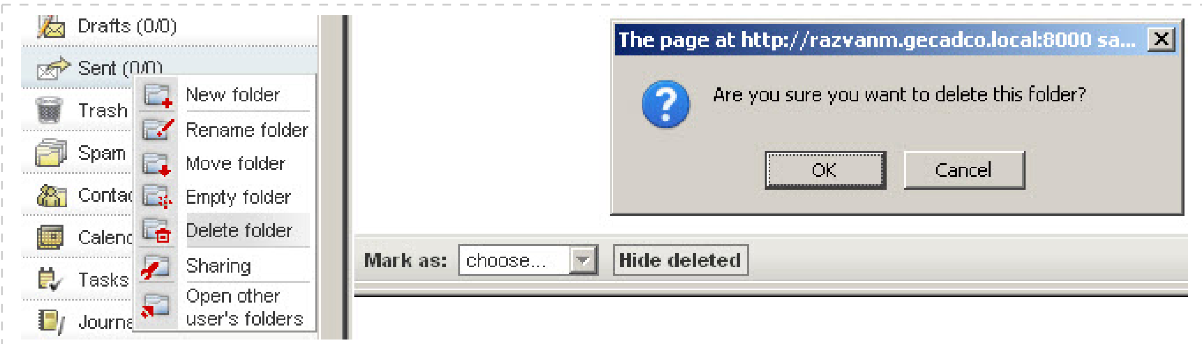
Empty / Delete folder

To remove the entire contents of a folder, right-click on the desired folder from the folder tree and select the "Empty folder" option.



⚠ **Warning:** When using the "Empty folder" option, the folder content will be completely removed (NOT moved to Trash)!

To delete a folder, right-click on it from the folder tree and select the "Delete folder" option.



As a result of the delete action, the folder will be, by default, moved to Trash.

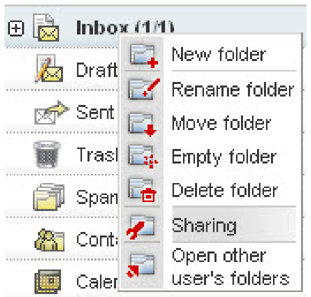
⚠ **Warning:** If the "Settings" -> "Webmail Data" -> "Preferences" -> "Delete to Trash" option is set to "No", when you delete a folder it will permanently deleted. If this option is set to "Yes" then when you delete a folder it will be moved to "Trash" (as a sub-folder), allowing you to recover the deleted folder, if required, by moving it from "Trash" to another desired parent location.

Note: If the related "Settings" -> "Webmail Data" -> "Preferences" -> "Confirm empty folder" option is set to "Yes", then a pop-up will displayed asking for your confirmation when performing an empty / delete folder action.

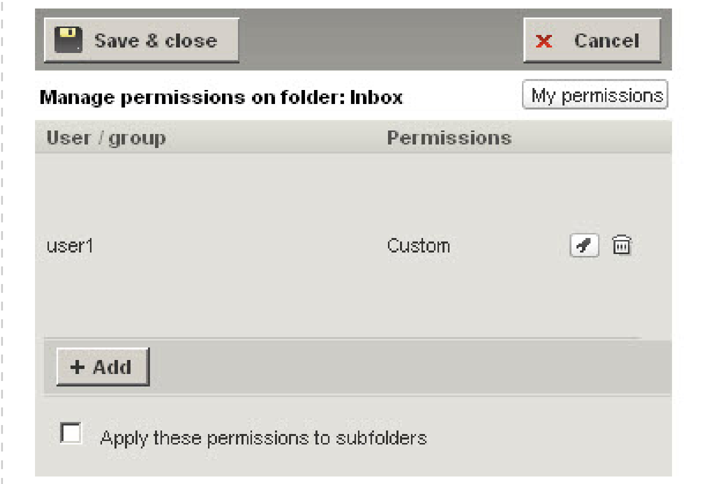
Note: Emptying or deleting a public folder or other user's opened shared folders w ill succeed only if your user w as granted the required permissions by the actual folder ow ner. Otherw ise, an error message w ill displayed, as illustrated below .

Folder sharing

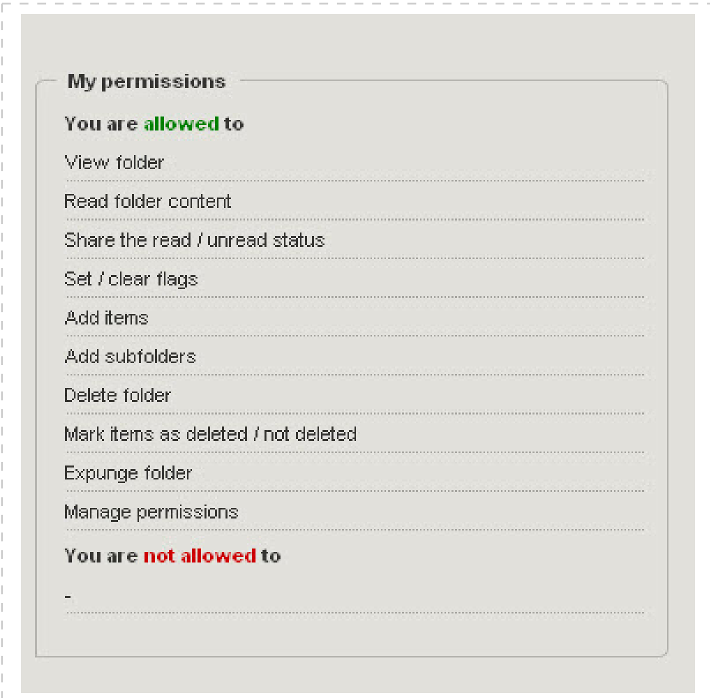
To control a folder's sharing permissions, go to the left folder tree, right-click on it and choose the "Sharing" option.



When accessing the "Sharing" options for a folder, a list of users / groups, for which the required permissions have been previously defined, is displayed. If no permission has been previously set the list will be blank.



You can use the "My permissions" button to display your user's permissions for the selected folder. Below you can find an example of the default user permissions corresponding to the "Public contacts" folder.



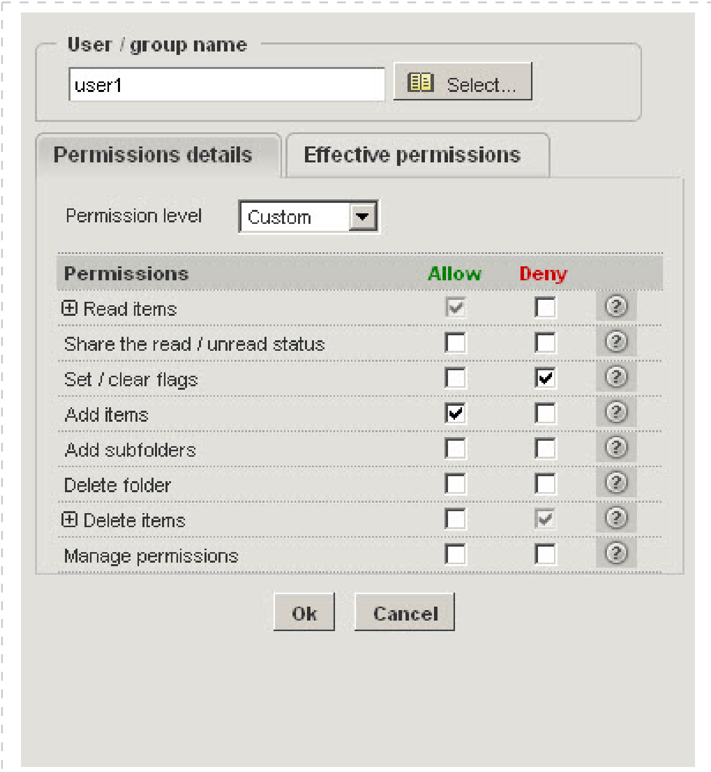
Note: Full permissions for the public folders are granted by default to the postmaster account.

Permissions act hierarchically (are inherited on the group hierarchy). Additionally, resource hierarchies (a folder being parent to another folder) also benefit from the inheritance algorithm. Check the "Apply these permissions to subfolders" box if you want sub-folders to inherit the permissions you set.

Managing existing permissions

To edit an existing set of permissions for a specific user, click the corresponding "Edit" button. To delete it hit the recycle bin shaped Delete button.

When editing each permission, it may be allowed explicitly, denied explicitly or not specified. In the "Effective Permissions" tab, you will be able to see what individual permissions are specifically allowed or not.



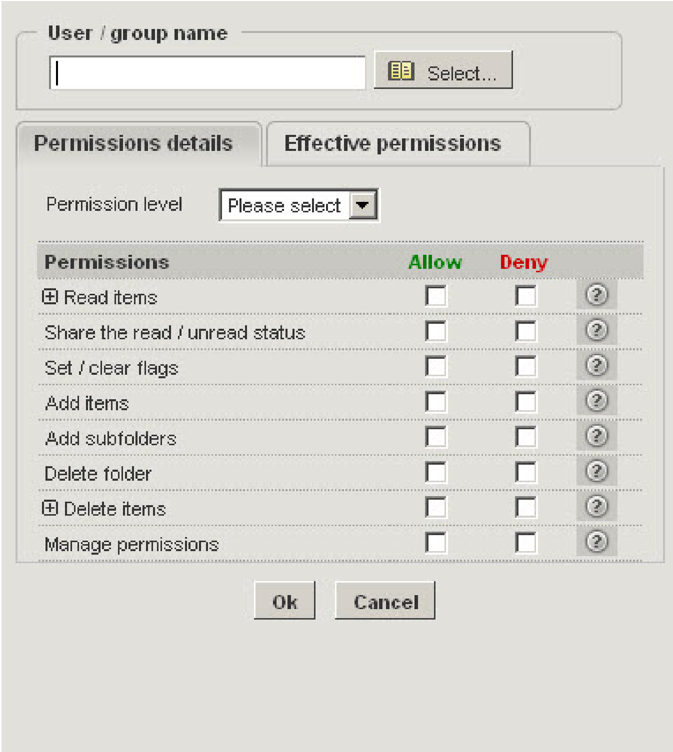
Effective permissions are displayed only for already saved permissions, so any changes won't be reflected until saving.

The "Effective Permissions" tab will only display the relevant permissions after you select a user / group and it will only show updated permissions after you save your settings.

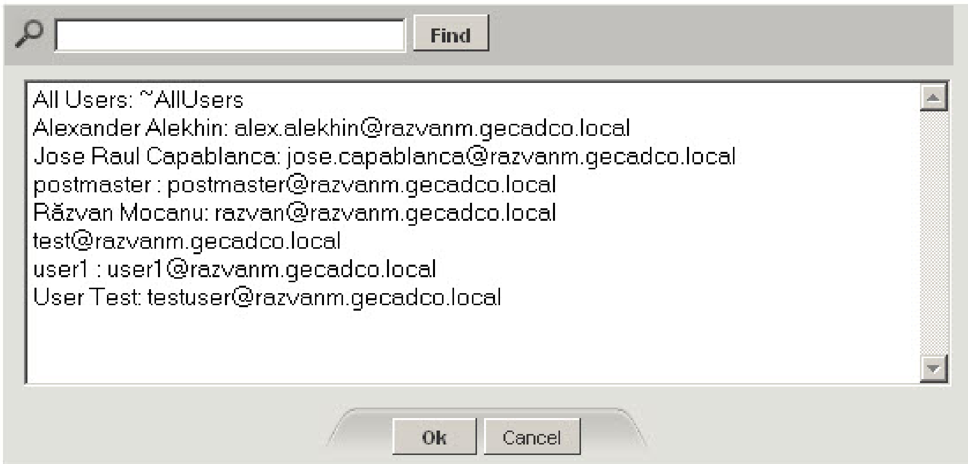
If a permission is not explicitly allowed or denied for a sub-folder, then the permission setting will be inherited from the first superior folder which has the "Apply these permissions to subfolders" option enabled.

Adding permissions to more users

Click the "Add" button to add permissions for a specific a user or a group of users.



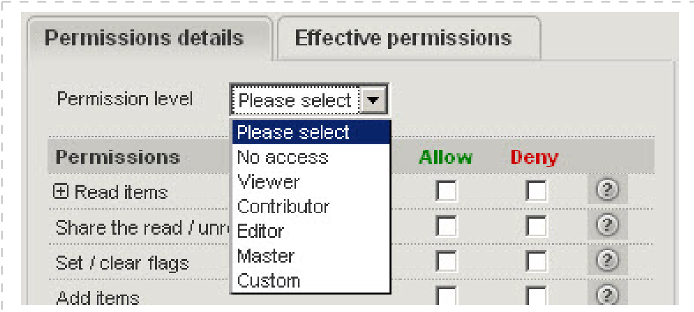
In the "User / group name" section, enter the desired account name you wish to set sharing permissions for. The "Select" button can be used to search the address book for accounts or groups.



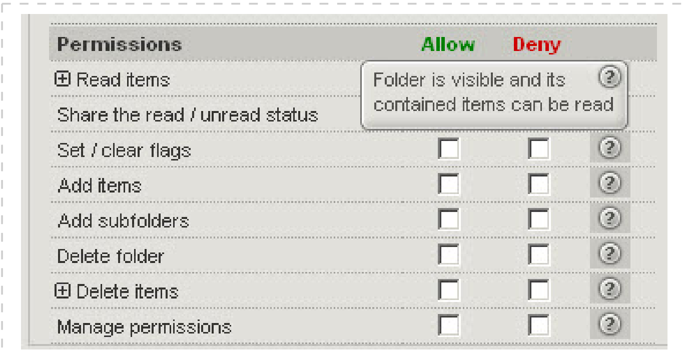
You can set a predefined permission level via the "Permissions details" section. There are 6 levels to choose from:

- "No access" - all permissions are denied;
- "Viewer" - viewing the folder and reading its content are allowed;

- "Contributor" - viewing the folder, reading its content and adding items are allowed;
- "Editor" - viewing the folder, reading its content, setting / clearing flags, adding items, marking items as deleted / not deleted and expunging items are allowed;
- "Master" - all permissions are allowed;
- "Custom" - each permission can be defined individually according to your needs.



Click on the question mark next to each explicit permission to display a short description for it.



- "Viewer" level - means the selected user / group is allowed to:
  - View folder;
  - Read folder content.
- "Contributor" level - means the selected user / group is allowed to:
  - View folder;
  - Read folder content;
  - Add items.
- "Editor" level - means the selected user / group is allowed to:
  - View folder;
  - Read folder content;
  - Add items;
  - Set / clear flags;
  - Mark items as deleted / not deleted;
  - Expunge folder.
- "Master" level - means the selected user / group is allowed to:
  - View folder;

- Read folder content;
- Add items;
- Set / clear flags;
- Mark items as deleted / not deleted;
- Expunge folder;
- Share the read / unread status;
- Add sub-folders;
- Delete folder;
- Manage permissions.

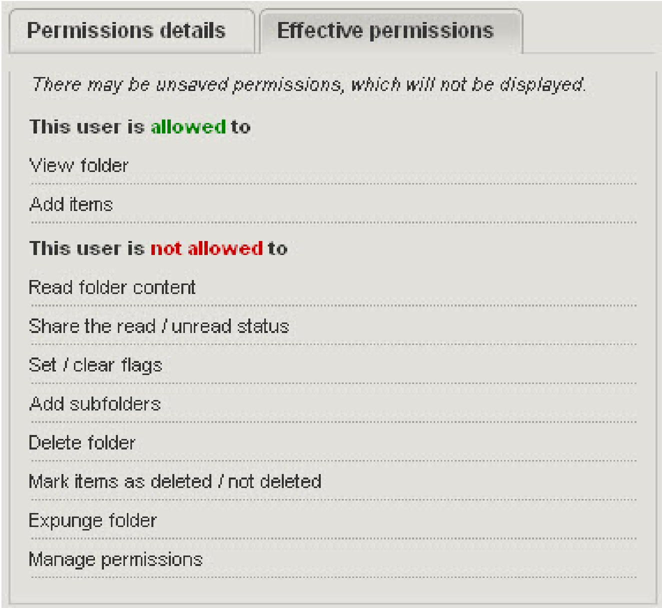
When selecting one of the predefined levels, "Allow" check-box associated its corresponding permissions will be automatically marked.

Note: The "Read items" and "Delete items" permissions include related sub-permissions:

- The "Read items" permission allow s a user to view the folder and read its content; you can see the "Read items" sub-permissions by clicking the "+" button;

- The "Delete items" permission allow s the user to mark items as deleted / not deleted and permanently delete (expunge) the folder content; use the "+" button to see the "Delete items" sub-permissions.

In the "Effective permissions" tab, you will be able to see what permissions are specifically allowed or not.



Effective permissions are displayed only for already saved permissions, so changes won't be reflected until saving.

The Effective Permissions tab will only display the relevant permissions after you select a user / group and it will only show updated permissions after you save your settings.

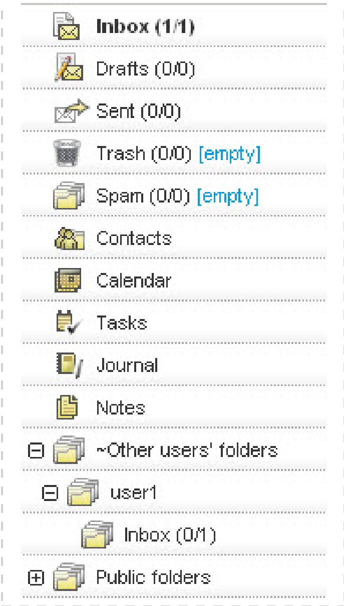
Note: Permissions for public folders can be set in the same w ay via the domain's postmaster account.

Open other user's folders

To open another user's shared folders (for which the user explicitly defined access permissions to your account), right-click on any folder in the folder tree and select "Open other user's folders". You can also subscribe via the "Settings" -> "Sharing Permissions" tab -> "Open other user's folders" section -> "Subscribe" button.

In the new window's "Shared by" section, you can either type the email address in the text field or click the "Select" button to choose it from the contacts list in your domain.

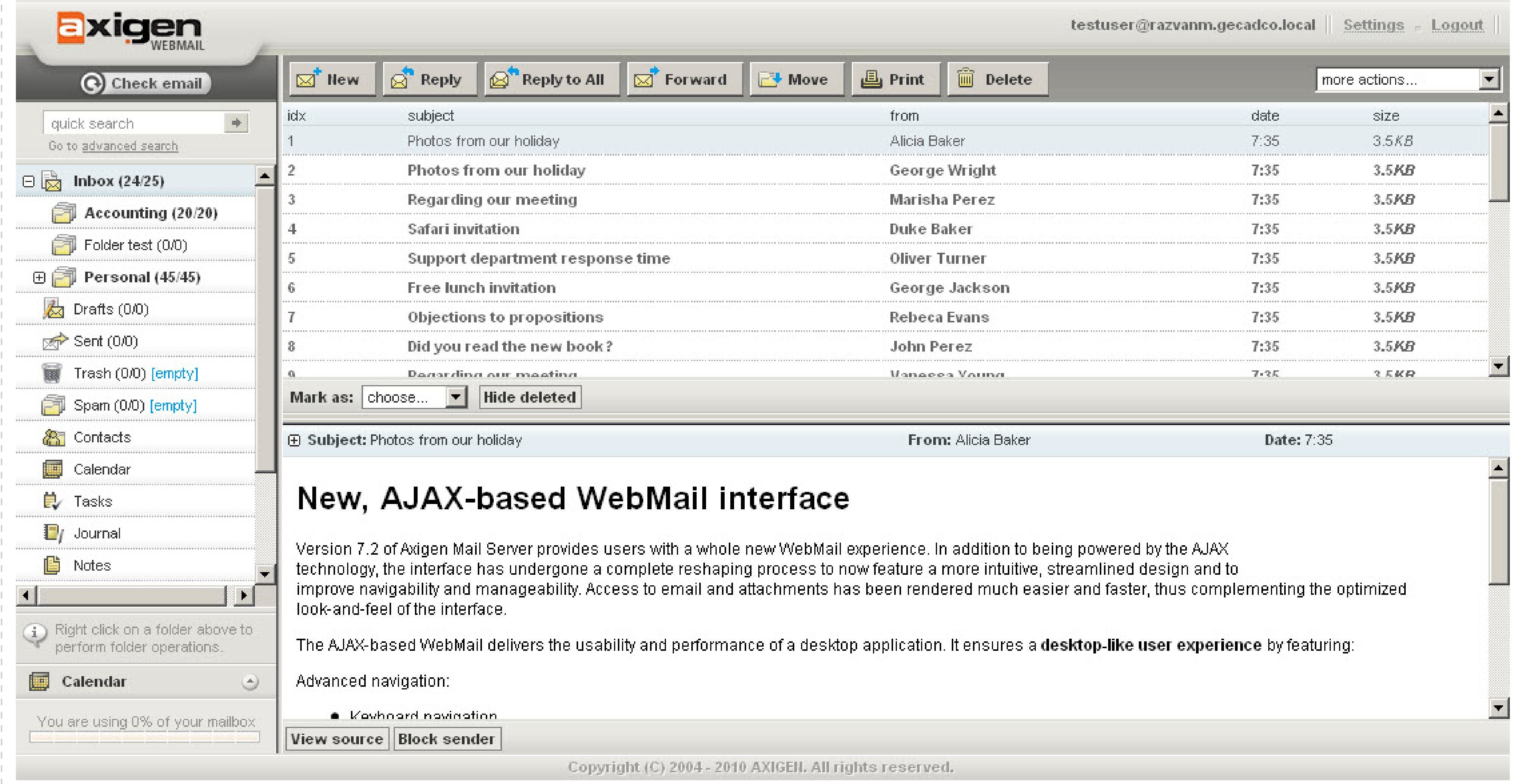
The folder will appear in the "Other users' folders" section of your folder tree, right above the "Public Folders":



If you do not wish to see the folders shared by a certain user anymore, close them by right-clicking on the folder displaying the user's name (or one of its sub-folders) and choosing the "Close" user option.

Working with Messages in the Standard WebMail

In the central Webmail section you can find the content corresponding to a selected account folder. For an email folder view this will resemble the below screenshot.



You can click on the email list column titles to sort the emails using the corresponding criterion. Click the same title link to reverse the sort order.

Managing existing emails

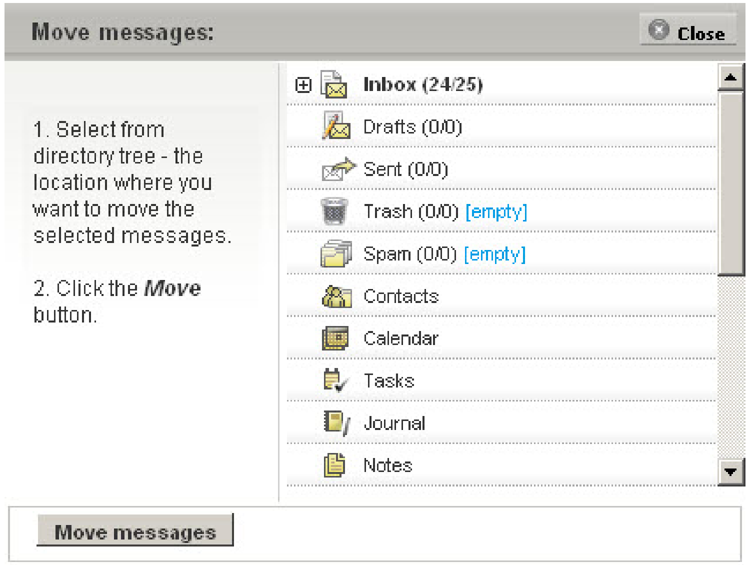
Main menu actions

The buttons above the email list allow you to perform the most common actions for an email message.

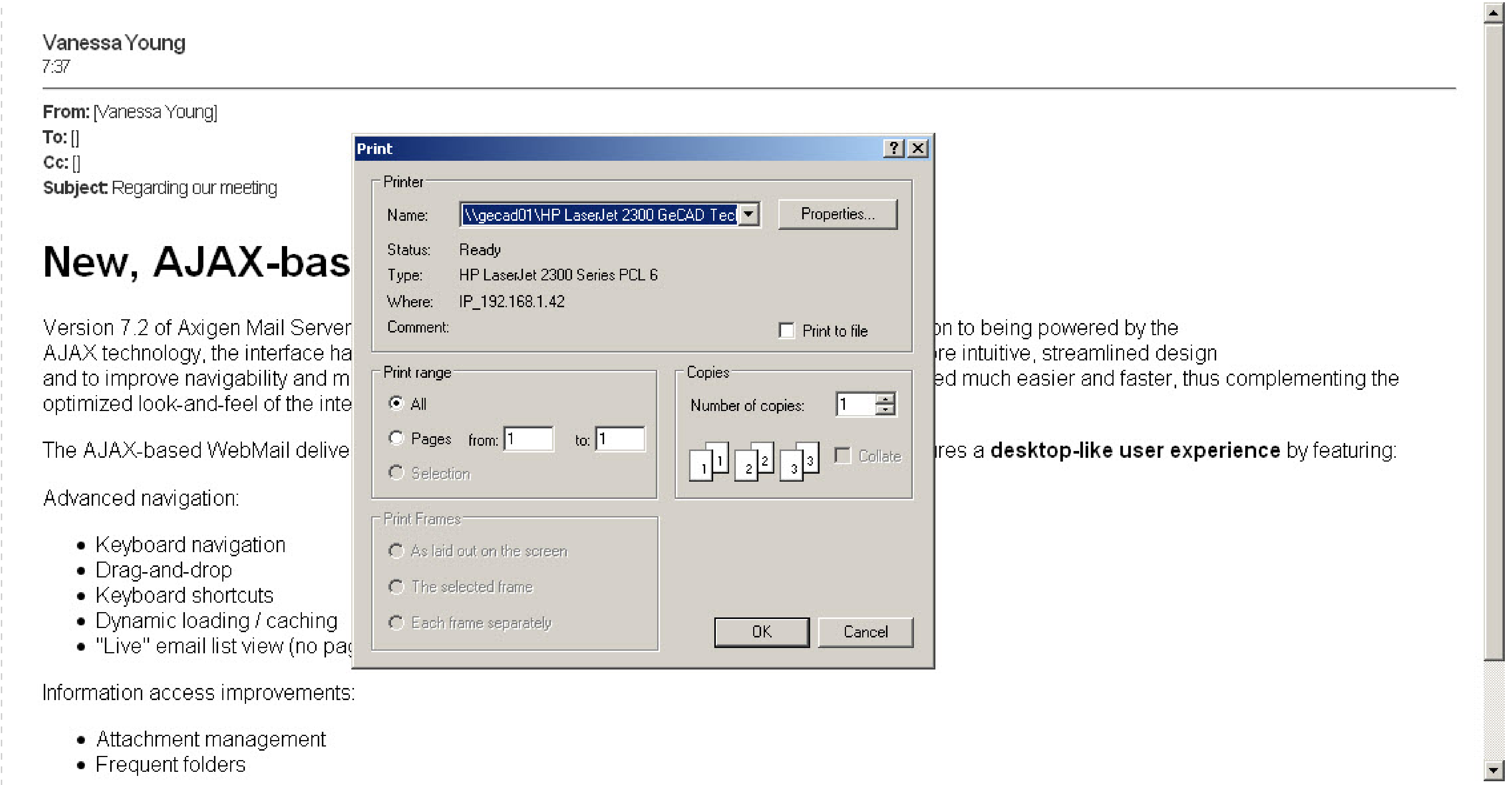
Use the "New" button to create a new email message. The "Reply" and "Reply to All" buttons allow you to reply to a particular email message; if you select multiple messages, the action will be applied for the last selected email. When the "Reply" action is used, the new message composer windows will have the "To" field auto-completed with the original sender's address. When using the "Reply to all" action both the "To" and "Cc" fields will be auto-completed, in the message composer window, with the original sender's address and all the other recipients for that message, excluding your account.

Use the "Forward" button to send a received email to a different recipient. When the "Reply", "Reply to All" or "Forward" actions are used, the new message composer window will have the "Subject" field auto-completed with the corresponding tag ("Re" or "Fwd") and the original subject text.

The "Move" button can be used to move an email message to a different folder. When using the "Move" or "Copy" actions, a new window will be displayed, which allows you to select the destination folder.



The "Print" button generates a window containing a printer-friendly version of the selected messages, as well as a print pop-up window.

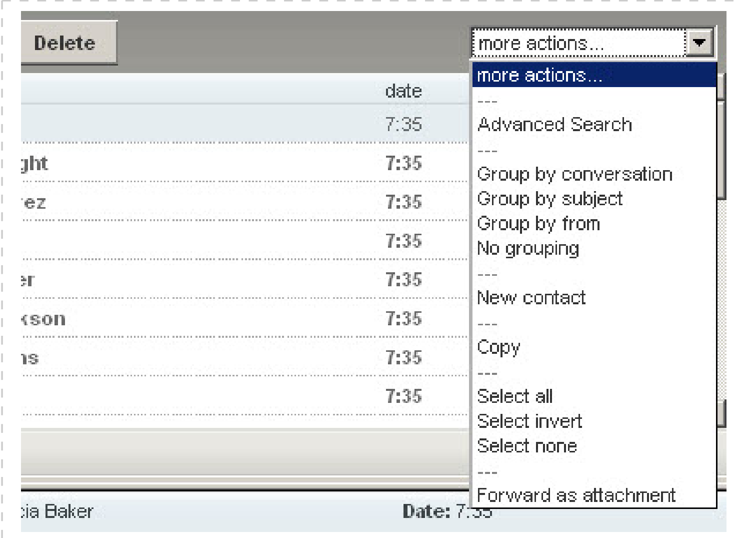


After printing is finished or canceled, the pop-up window will be closed automatically.

The "Delete" button allows you to delete selected messages. If the "Settings" -> "Webmail Data" -> "Preferences" section -> "Confirm delete mail option" is set to "Yes", a pop-up window will ask for your confirmation when you use the "Delete" option.

If the "Settings" -> "Webmail Data" -> "Preferences" section -> "Delete to Trash" option is set to "Yes", the email(s) will be moved in the "Trash" folder. If this option is set to "No", then the email(s) will be permanently removed.

For further actions on email messages, use the "more actions..." drop down menu, which provides additional options.

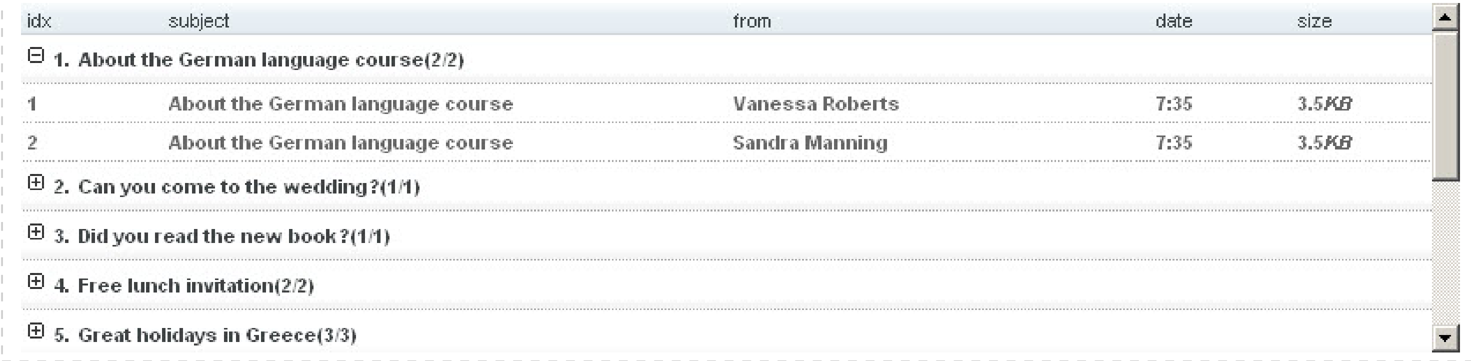


Grouping messages

The "more actions..." menu allows you to group email messages by:

- conversation (the grouping is made based on "In-reply-to" header, "References" header, "Thread-Topic" header, "Message Subject" in this particular order);

- message subject (the grouping is made based on the email subject, including "Re" or "Fwd" tagged subjects);



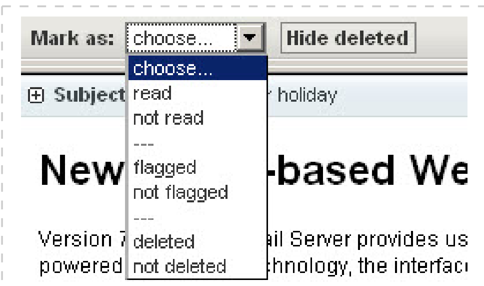
- sender (the grouping is made based on the email's "From" address).

You can remove existing grouping via the "No grouping" action.

If any of the 'Group by' views are selected, the message list window will contain entries corresponding to the selected group criterion. Expand the respective group title, via the "+" button, to view the messages of that group (which match the set criterion). In each 'thread group', messages are sorted by their date / time.

Marking messages

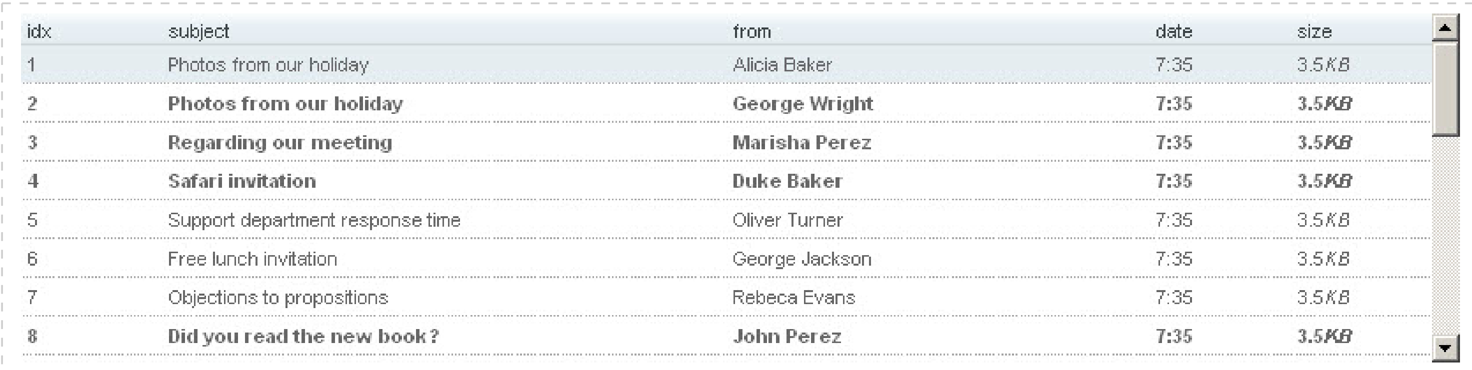
At the bottom of the email list, you can find the "Mark as" drop down box, which can be used to mark selected messages as "read" / "not read", "flagged" / "not flagged" or "deleted" / "not deleted".



Select:

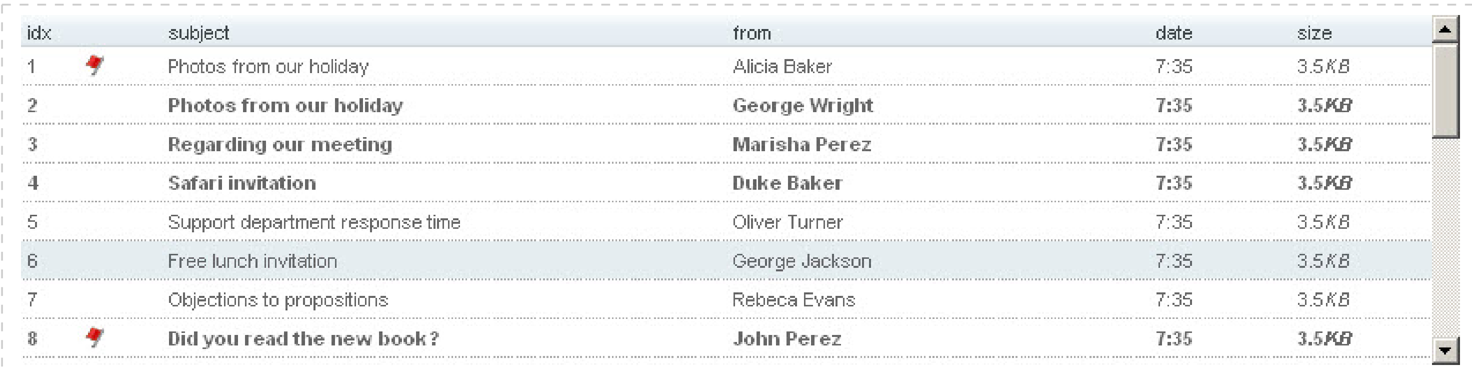
- "Mark as read" to set the status of the currently selected message(s) to "Read";
- "Mark as not read" to set the status of the currently selected message(s) to "Not read";
- "Flagged" to add a flag to the currently selected message(s);
- "Not Flagged" to delete the flag for the currently selected message(s); this option is only available for previously flagged messages;
- "Deleted" to mark a message as deleted;
- "Not deleted" to remove a deleted mark from a certain email message.

The messages marked as read are displayed in the email list with normal formatting and the "not read" messages are displayed with Bold character formatting.



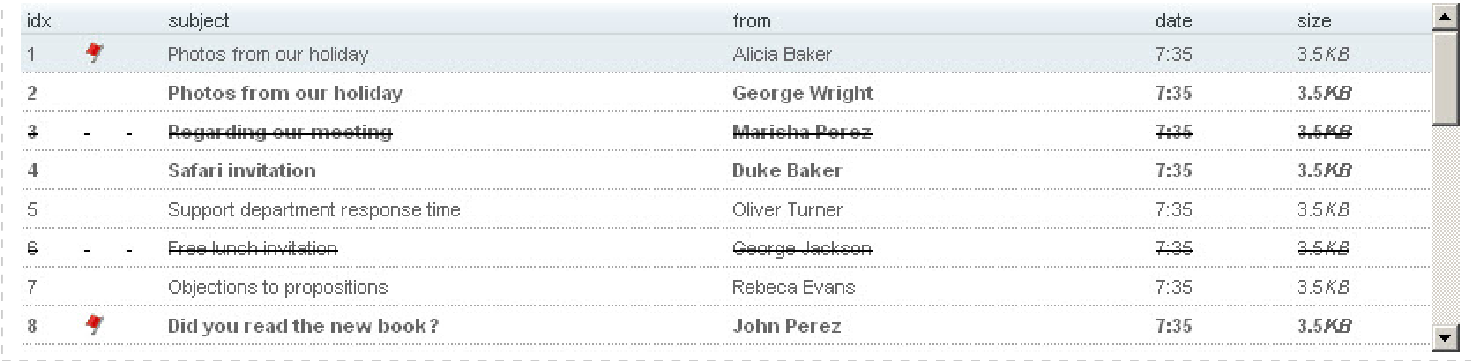
idx	subject	from	date	size
1	Photos from our holiday	Alicia Baker	7:35	3.5KB
2	**Photos from our holiday**	**George Wright**	**7:35**	**3.5KB**
3	**Regarding our meeting**	**Marisha Perez**	**7:35**	**3.5KB**
4	**Safari invitation**	**Duke Baker**	**7:35**	**3.5KB**
5	Support department response time	Oliver Turner	7:35	3.5KB
6	Free lunch invitation	George Jackson	7:35	3.5KB
7	Objections to propositions	Rebeca Evans	7:35	3.5KB
8	**Did you read the new book?**	**John Perez**	**7:35**	**3.5KB**

Using the "Flagged" mark will add a flag icon to the respective message(s).



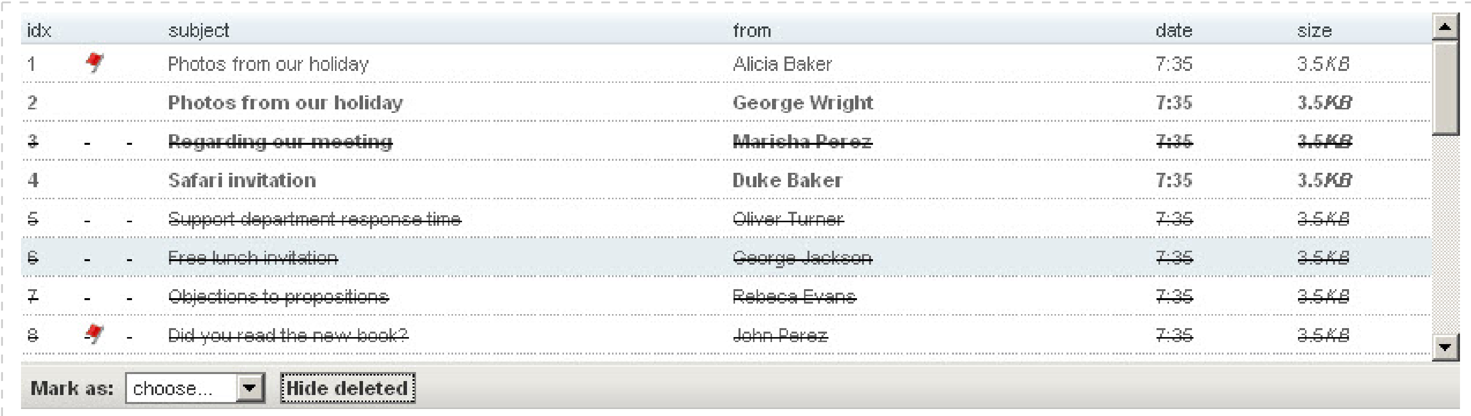
idx	subject	from	date	size
1	Photos from our holiday	Alicia Baker	7:35	3.5KB
2	**Photos from our holiday**	**George Wright**	**7:35**	**3.5KB**
3	**Regarding our meeting**	**Marisha Perez**	**7:35**	**3.5KB**
4	**Safari invitation**	**Duke Baker**	**7:35**	**3.5KB**
5	Support department response time	Oliver Turner	7:35	3.5KB
6	Free lunch invitation	George Jackson	7:35	3.5KB
7	Objections to propositions	Rebeca Evans	7:35	3.5KB
8	**Did you read the new book?**	**John Perez**	**7:35**	**3.5KB**

If you use the "Mark as deleted" option, the previously selected email(s) will be added the specific delete property, but will not be moved to the "Trash" folder (as would be the case when using the "Delete" button); the deleted messages will be displayed with a strike-through line in the email list of the same folder.



idx			subject	from	date	size
1			Photos from our holiday	Alicia Baker	7:35	3.5KB
2			**Photos from our holiday**	**George Wright**	**7:35**	**3.5KB**
~~3~~	-	-	~~**Regarding our meeting**~~	~~**Maricha Perez**~~	~~**7:35**~~	~~**3.5KB**~~
4			**Safari invitation**	**Duke Baker**	**7:35**	**3.5KB**
5			Support department response time	Oliver Turner	7:35	3.5KB
~~6~~	-	-	~~Free lunch invitation~~	~~George Jackson~~	~~7:35~~	~~3.5KB~~
7			Objections to propositions	Rebeca Evans	7:35	3.5KB
8			**Did you read the new book?**	**John Perez**	**7:35**	**3.5KB**

If you wish to hide the emails marked as deleted, click the "Hide deleted" button. Once the "Hide deleted" option is enabled, the "Show deleted" button will be displayed instead, in the central menu. If you wish to view the messages that you previously marked as deleted, click the mentioned "Show deleted" button.



idx			subject	from	date	size
1			Photos from our holiday	Alicia Baker	7:35	3.5KB
2			**Photos from our holiday**	**George Wright**	**7:35**	**3.5KB**
~~3~~	-	-	~~**Regarding our meeting**~~	~~**Maricha Perez**~~	~~**7:35**~~	~~**3.5KB**~~
4			**Safari invitation**	**Duke Baker**	**7:35**	**3.5KB**
~~5~~	-	-	~~Support department response time~~	~~Oliver Turner~~	~~7:35~~	~~3.5KB~~
~~6~~	-	-	~~Free lunch invitation~~	~~George Jackson~~	~~7:35~~	~~3.5KB~~
~~7~~	-	-	~~Objections to propositions~~	~~Rebeca Evans~~	~~7:35~~	~~3.5KB~~
8		-	~~Did you read the new book?~~	~~John Perez~~	~~7:35~~	~~3.5KB~~

Answering read receipt requests

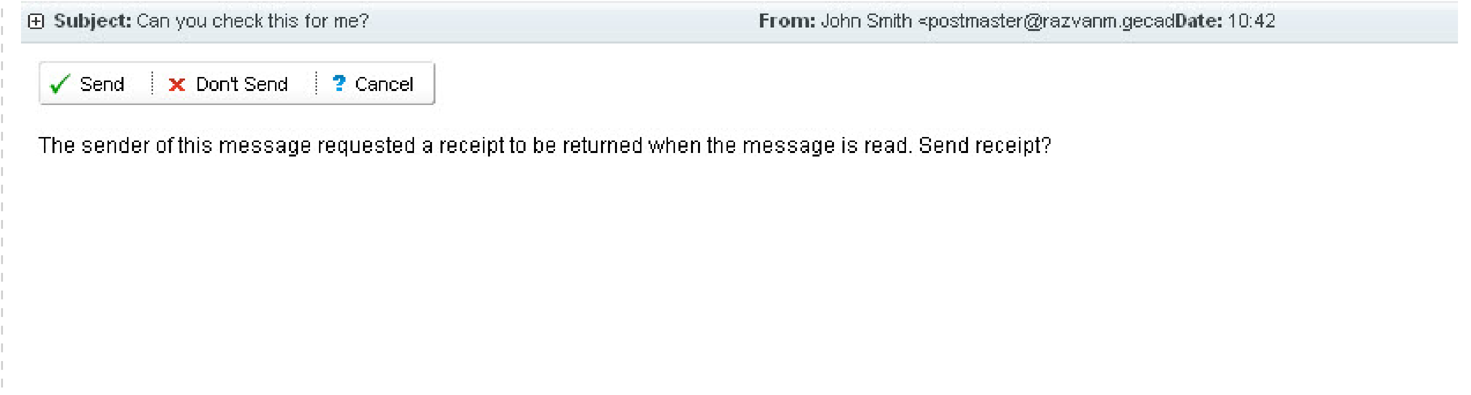
The Standard WebMail interface allows the user to send a "Read Receipt" when reading a message that was sent with the "Request Read Receipt" option.

You can set the behavior of the application for incoming messages that have the "Request Read Receipt" header set from "Settings" -> "Webmail Data" -> "Preferences" -> "Send read receipt". This setting has the following options:

- "Always send a receipt";
- "Never send a receipt";
- "Ask".

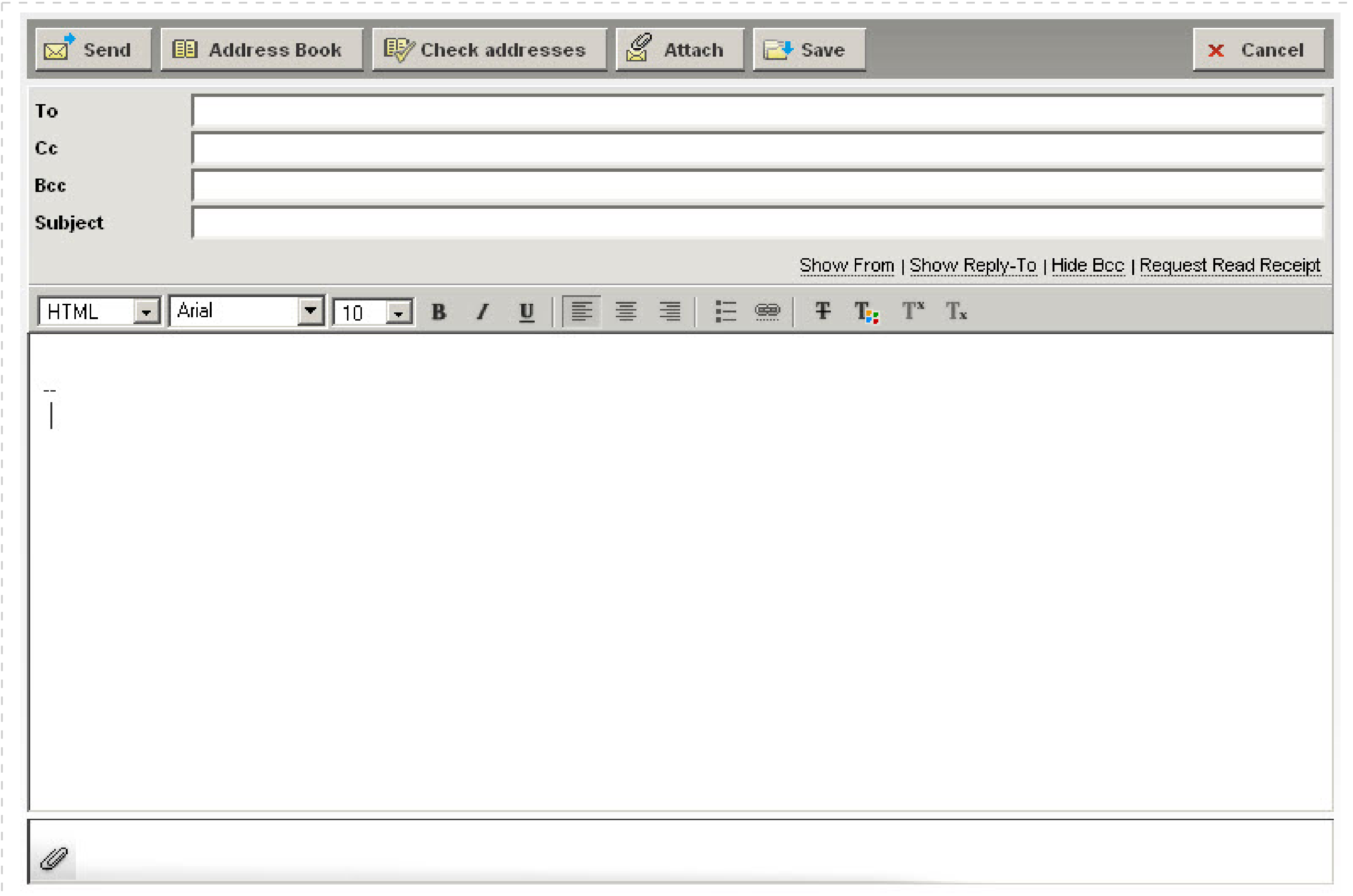
When "Send read receipt" is set to "Ask", a pop-up will be displayed containing the text: "The sender of this message requested a receipt to be returned when the message is read. Send receipt?". The options for the user are:

- "Send" - a receipt is sent and the flag is set (so that the user will not be prompted again);
- "Don't send" - the flag is set and no receipt is sent;
- "Cancel" - no receipt is sent and the flag is not set; the user will be prompted again next time the message is opened.



Composing a new message

To compose a new message, press on the "New" button. A pop-up window similar to the one below will be displayed.



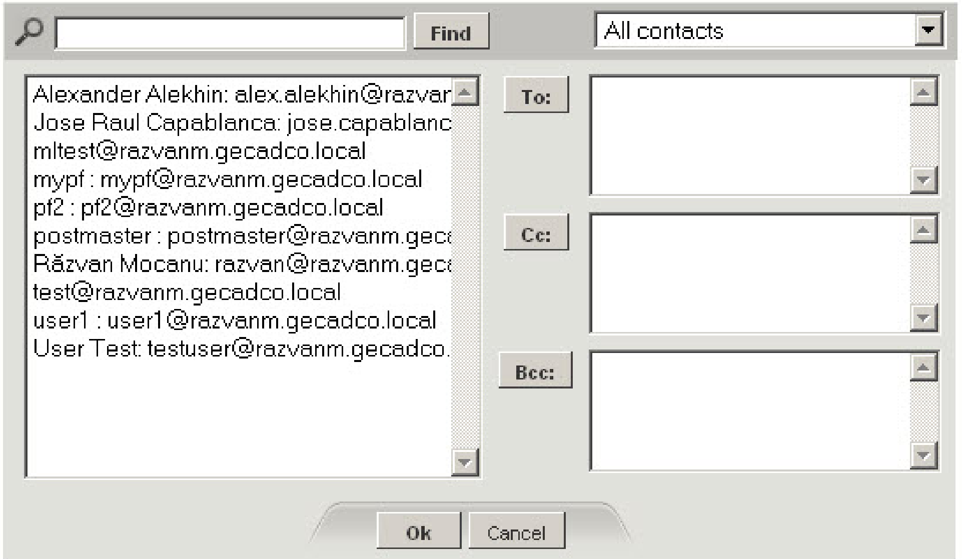
Adding addresses

Enter the email addresses of the recipients in the "To:" field of the message (separated by commas if multiple) or add them from your existing address book by pressing the "Address book" button.

How to use the Address Book

The address book gives users access to the contacts defined for their account and also to public and domain contacts. First select the needed contact list, then select a specific one. Email addresses can be added automatically to the "To", "Cc" or "Bcc" fields. To do so, click on the desired address to select it, then click the "To", "Cc" or "Bcc" button. Press the "OK" button when you are done adding recipients or the "Cancel" button to quit.

> **Note:** If you have a large contact list, you can use the "Find" text box to search for the desired address.



When you type an address in the "To","Cc" or "Bcc" field in the message composer window, the auto-complete function will show you a list of addresses in your address book that match the text you have entered. Therefore, you can select the correct address and press "Enter".

How to add a different "From" address

Use a different originating email address by clicking the "Show From" link (at the right of the formatting buttons) and typing the desired address in the "From" field.

> **Warning:** This option works only if the user (your account) has the "Send Mail as" permission from the mailbox owner, or the chosen "From" address was previously set as an alias. For information on how to define 'Send Mail as' permissions please see the [Define global permissions](#) chapter.

How to specify the "Reply-to" / "Bcc" address

To display the "Reply-to" and "Bcc" fields, click the related links in the message composer window. After the fields are displayed, you will have new links available to hide the "Reply-to" and "Bcc" fields.

When clicking the "Show Reply-To" link, a new field will be shown, containing the email address defined in the settings window (which the user can override). If no value was defined for this parameter in the "Settings" > "Personal Data" page, the input field will be empty.

Check all the addresses

Use the "Check addresses" button to verify the validity of the email addresses you have inserted.

Requesting a read receipt for a message

Click "Request Read Receipt" when composing a new message, so that when the email is received by your intended recipients, they are presented with an option to send a confirmation that they read that email.

You can toggle the "Request Read Receipt" check-box in the message window between the following settings:

- "Request Read Receipt";
- "No Read Receipt".

To configure the general behavior regarding the request of read receipts, set the value for the "Settings" -> "Webmail Data" -> "Preferences" section -> "Request read receipt" option to match your required default behavior.

Filling the subject and the body

Specify the subject of your message in the "Subject:" field.

Note: The "Subject" field is restricted to 256 characters.

Edit your message in the message body area. First choose the desired format for the message: "HTML" or "Text".

Composing HTML messages

When composing an HTML formatted message you can use rich text (bold, italic, underline / strike-through, different font faces and sizes, colors, subscript, superscript, links, bullets etc.). Set these options by clicking on the related icons, shown in the screenshot below.

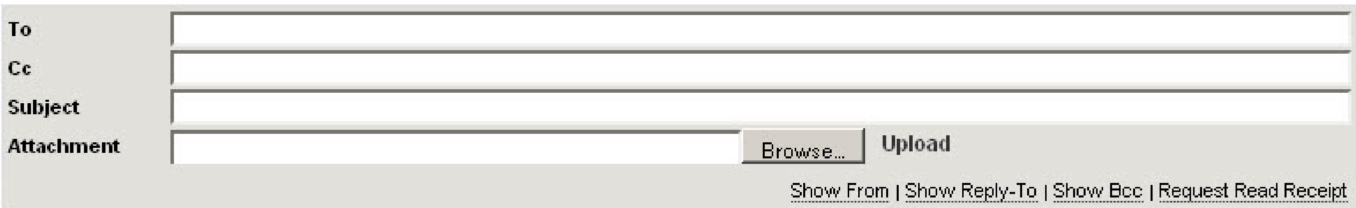
Note: The above options are not available if you select plain text formatting for the composed message.

If a signature was previously defined for your account, via "Webmail" -> "Settings" -> "Webmail Data" tab -> "Signature" section, then when composing an email, the signature content is automatically added at the bottom of the message.

Use the above "Settings" section to customize the default content of your signature.

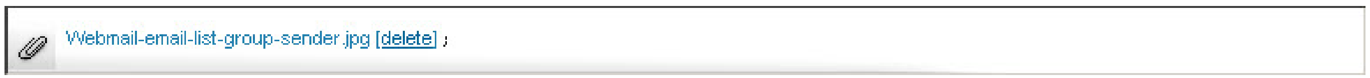
Attaching files to the email

Add attachments to your message by pressing the "Attach" button from the main message composer menu. To add an attachment, press on "Browse", select the desired file and then press on the "Upload" link.



To add multiple attachments, repeat these actions as many times as you need.

After adding one or more attachments to your message, the attachment list is displayed in the lower part of the screen. You can delete the attachments one by one, by clicking on the corresponding "[delete]" link.



Sending the message or saving it to "Drafts"

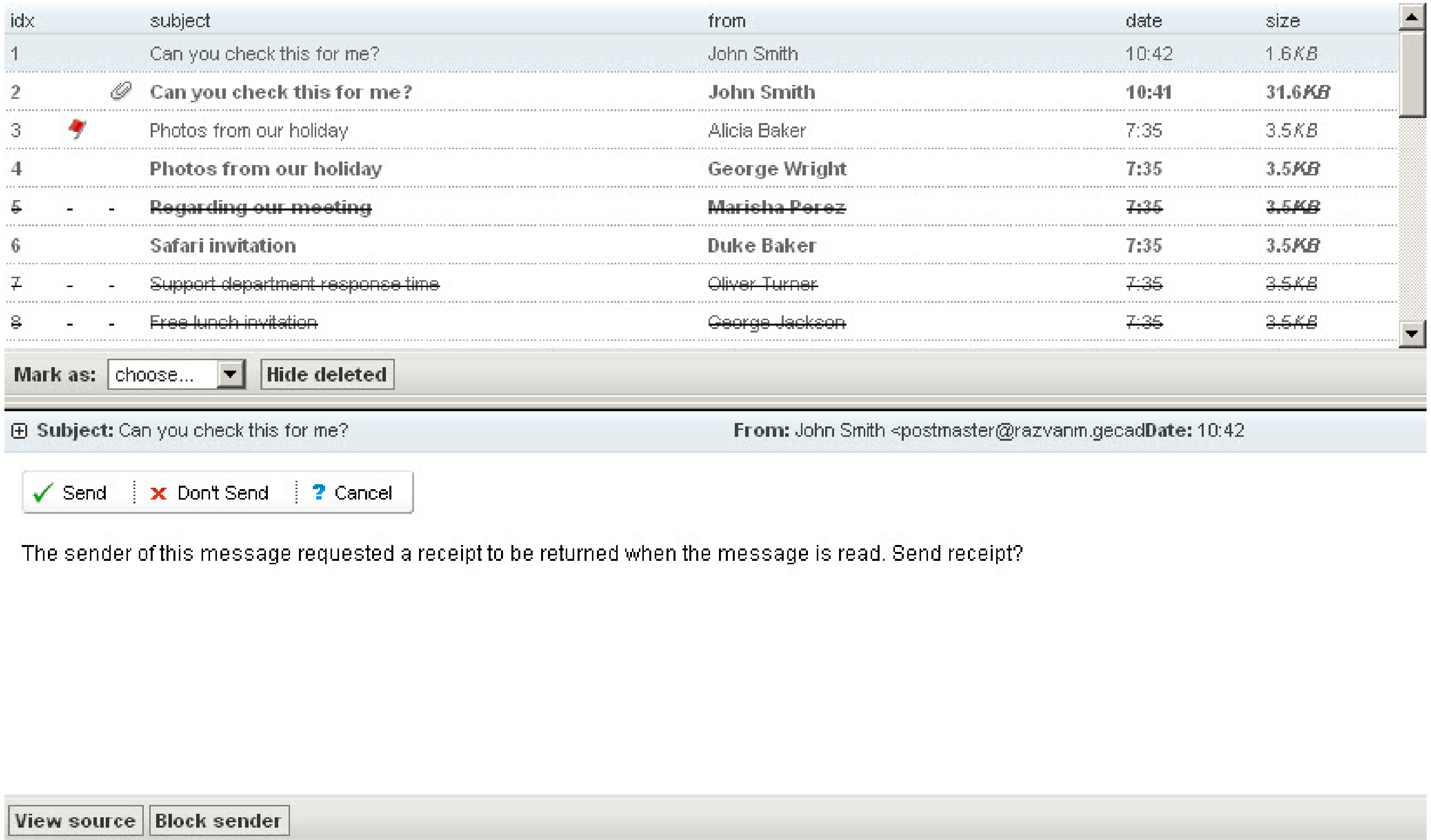
You can save a draft of your current message at any time by pressing the "Save" button. This will save the message in the "Drafts" folder. To resume its editing at a later time, simply access the "Drafts" folder and double-click on the message.

After you are done composing your message, click the "Send" button from the top-right section of the message composer window.

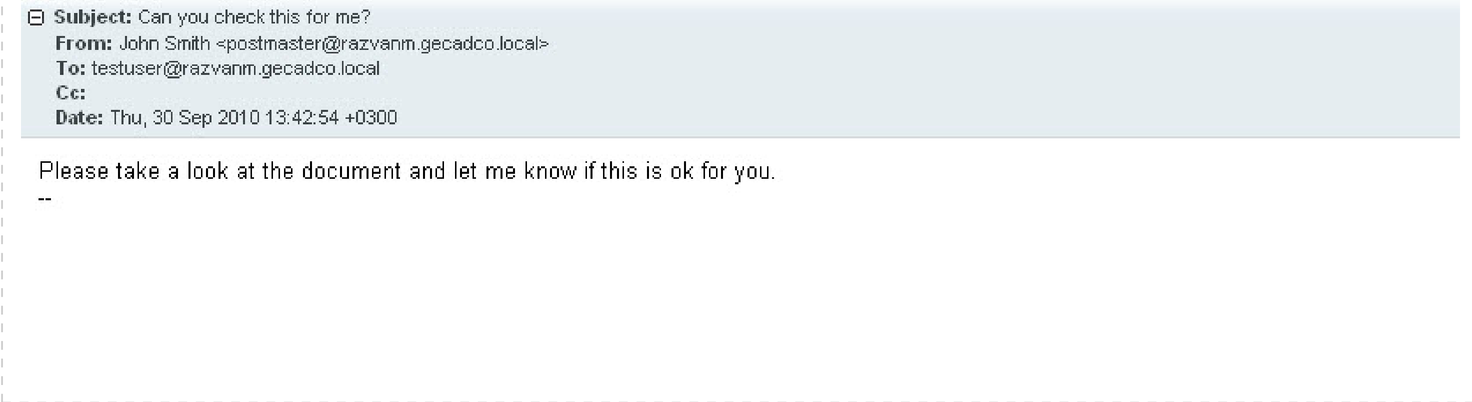
Note: To have all your sent messages automatically saved in the "Sent" folder, set the "Settings" -> "Webmail Data" -> "Preferences" section -> "Save to sent" option to "Yes". This value is set to "Yes" by default.

Reading messages

When selecting an email from the list, by clicking on it, its common headers and body will be displayed in the preview pane.



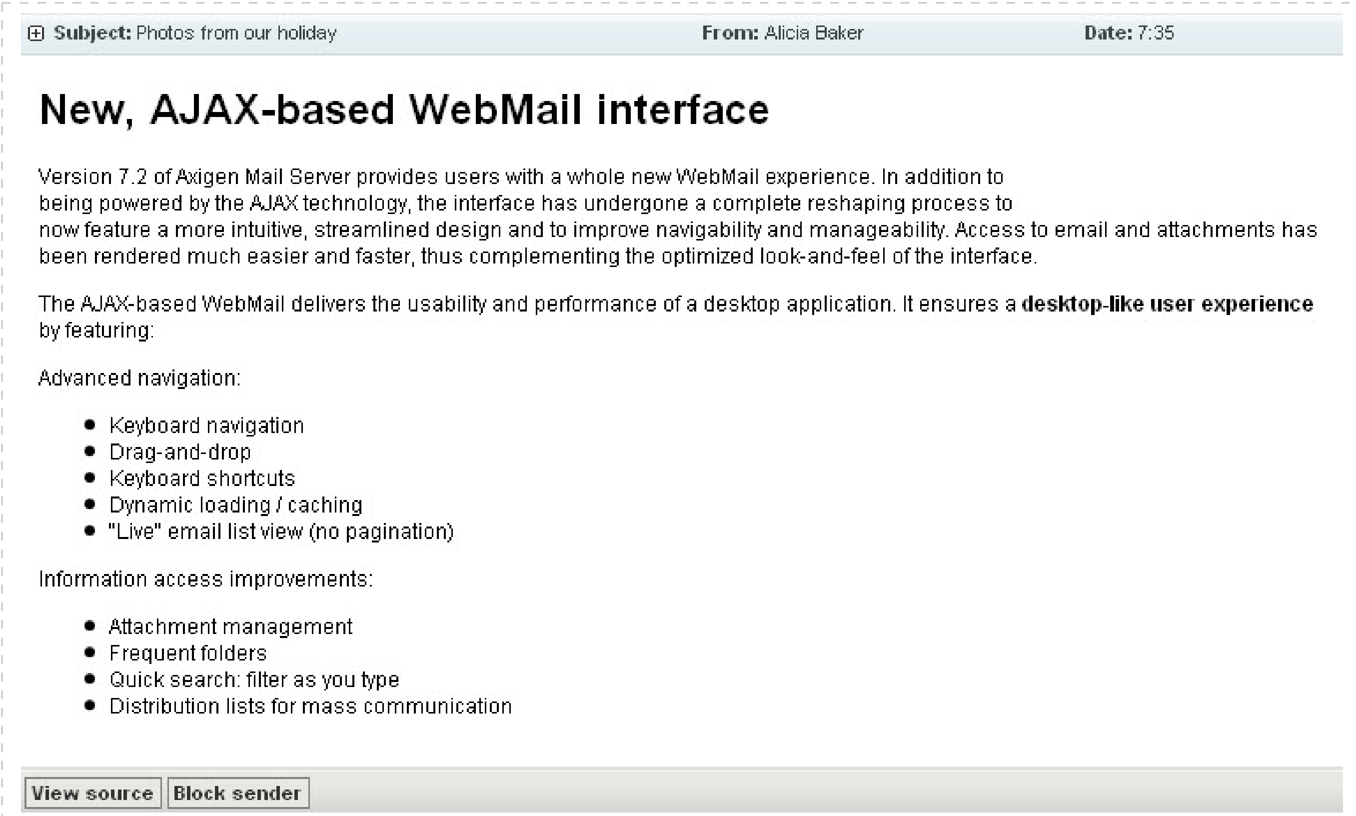
By default, the preview pane displays the sender, recipient(s) and of the email, horizontally. To have them displayed vertically, press the "+" icon in front of the subject line, as shown in the below picture.



In the vertical view, the "To" and "Cc" fields are also displayed.

In the lower part of the preview pane, you can click the "View Source" button to open the email's full source, including headers and body, in a new tab. Click the "Block sender" button to add the sender of the selected message to your account-level blacklist.

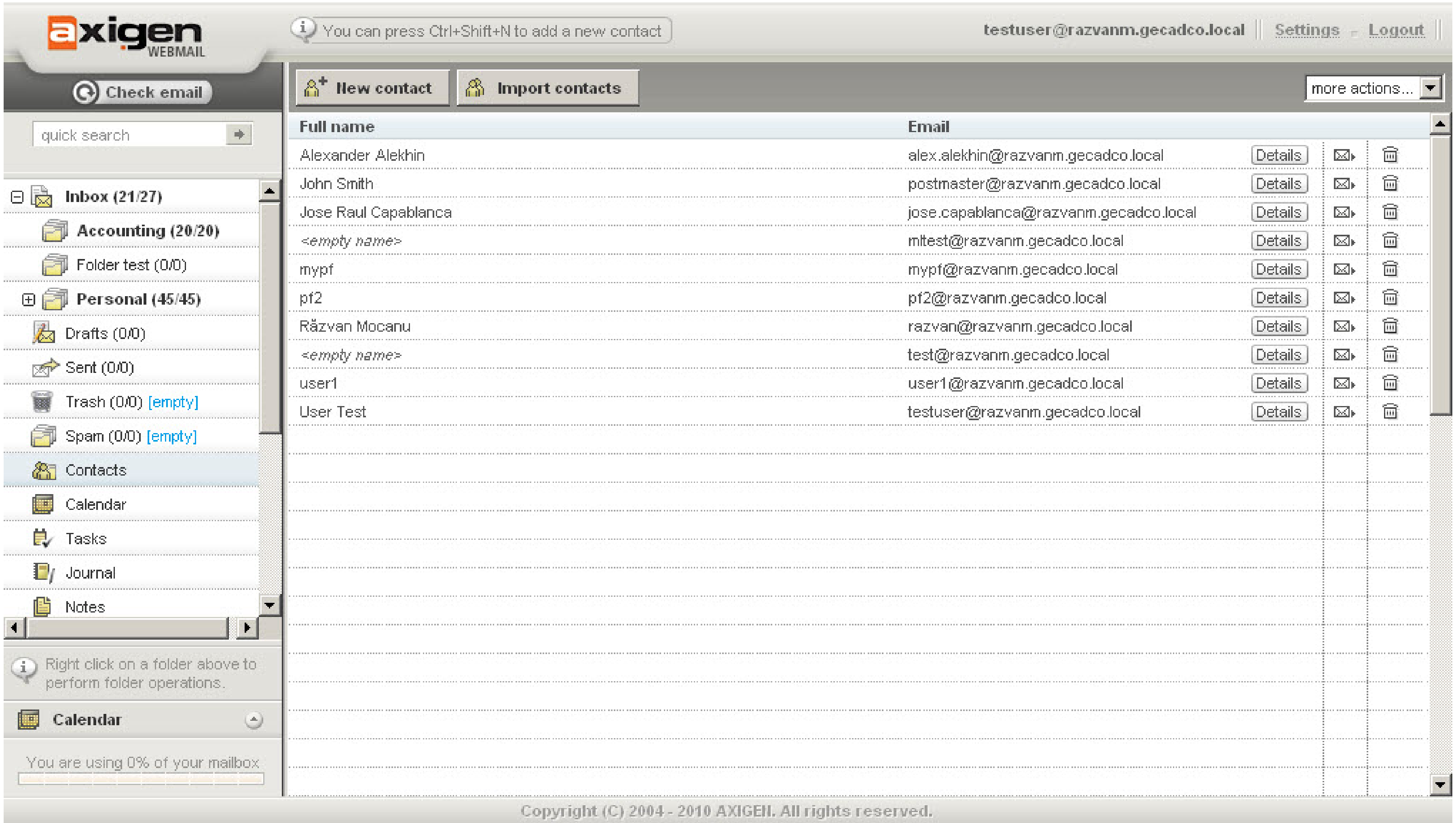
To view a message in a separate window, double-click on it in the email list found above the preview pane.



The view message window has the same behavior and options as the preview pane.

Working with Contacts in the Standard WebMail

To add new entries to your address book, access the "Contacts" folder from the folder tree. You can either add them one by one or import an existing address book.



Note: The address book files you w ish to import must be in standard CSV format - Comma Separated Values

Any newly created mailbox has access, by default, to two public contact folders, that can be found under the public folder root: "Domain contacts" and "Public contacts".

The "Domain contacts" folder is read-only: no items can be modified or created in it, it cannot be deleted or renamed, no folders can be added to it, no permissions may be changed on it.

Note: This applies for all users in the domain, including postmaster!

The content of this folder is automatically and dynamically updated by the server and contains all the email addresses for recipients in the domain.

"Public contacts" can be added, by default, only by the domain's postmaster.

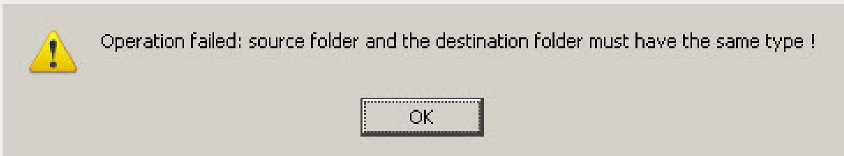
Another contacts folder crated by default is "Collected addresses", which holds addresses that are automatically added to this folder, if the related options are enabled. There are two scenarios in which addresses are automatically added to "Collected addresses":

- if the related "Automatically add recipients from sent messages to Collected addresses" option is enabled via the Ajax WebMail interface;
- if the "Identity Confirmation" anti-spam method is enabled, then recipients that reply to the confirmation requests will be automatically added to "Collected addresses".

Managing existing contacts

When viewing the content of a contacts folder, you can move, copy or delete the previously selected entries, by using the corresponding actions available in the "more actions..." drop-down menu.

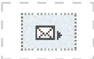
Note: When trying to move or copy a contact, the folder you choose as destination will have to be a contact folder as well. Otherwise, you will be presented with an error, as shown below.



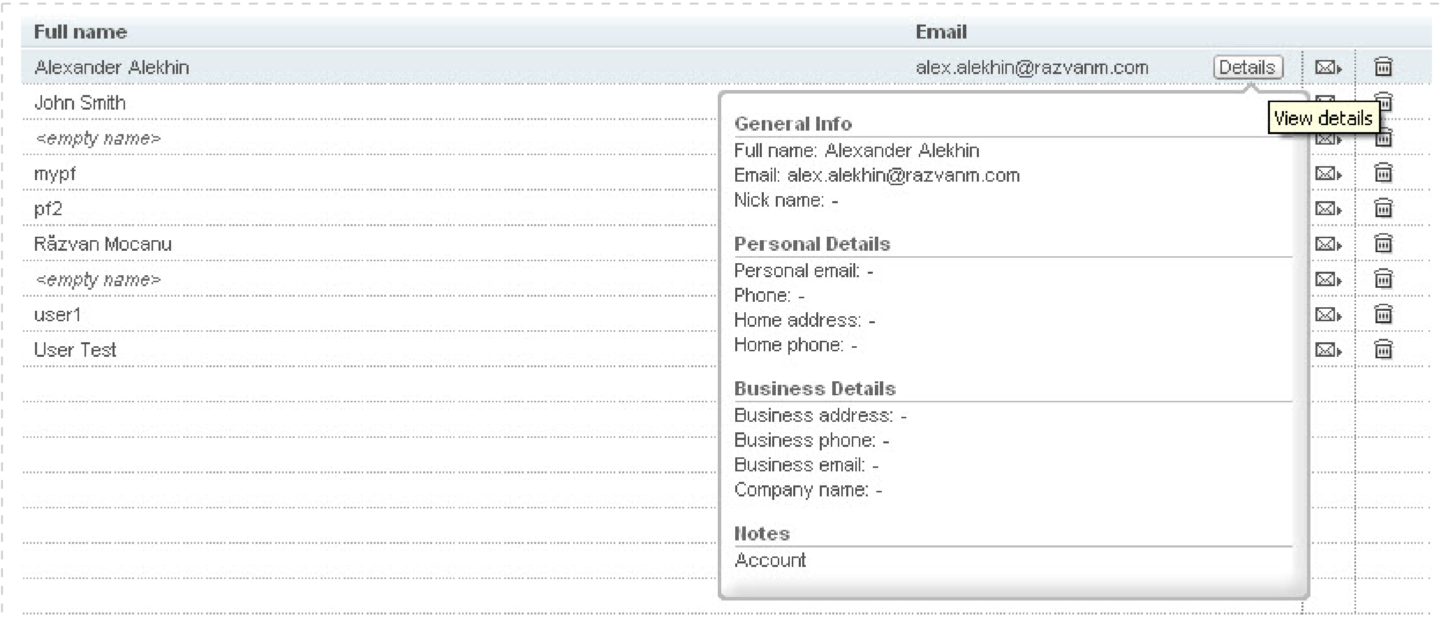
You can move, copy or delete actions several contacts at the same time, by selecting multiple items before you perform the desired action. To find out more regarding the selection of multiple items, please see Selecting items.

Contacts can be directly deleted by clicking the trash-shaped icon corresponding to the desired contact.

To send a new email to a contact in the list click the envelope-shaped icon (next to the "Delete" icon). An email composer window, having the "To" field auto-completed with the email address of the selected contact will appear.



Click the "Details" button to see detailed information (which will be displayed in a new pop-up) regarding the selected contact.

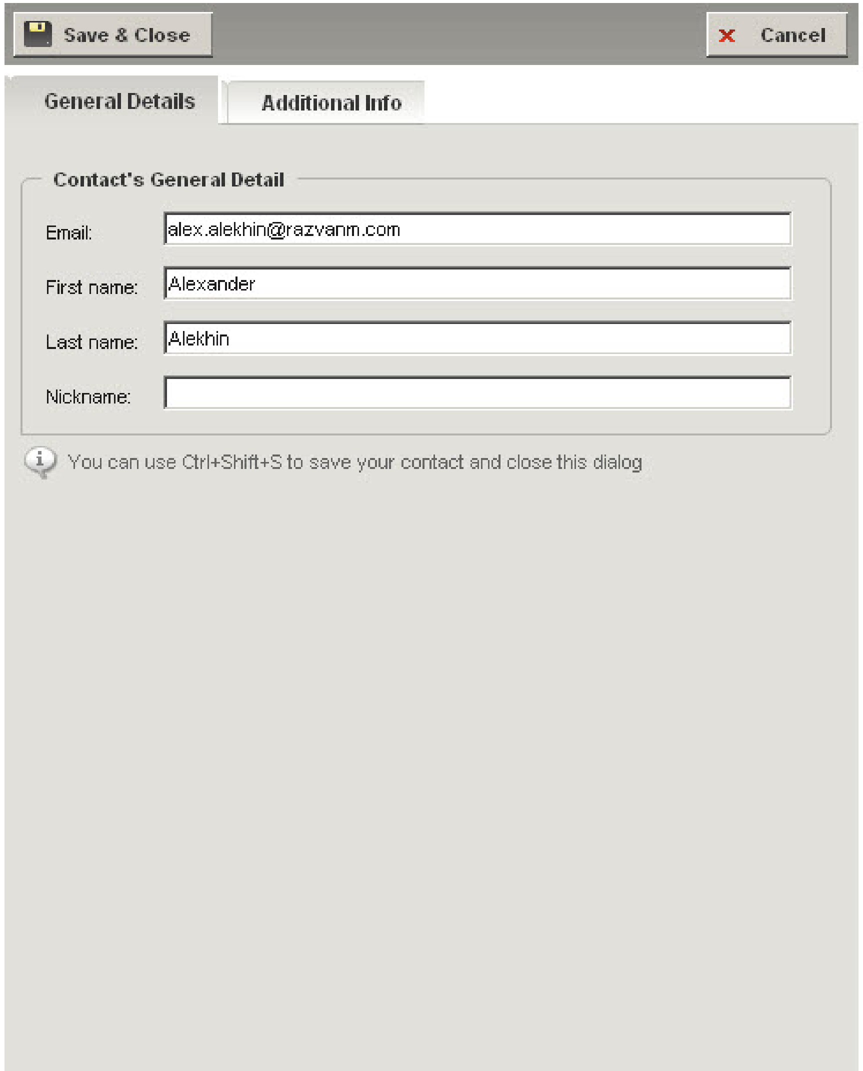


Creating or editing a contact

To create a new contact you can either click the "New contact" button or double-click on an empty line in the contact list.

You can edit an existing contact by double-clicking on it.

After this, edit the desired contact details and make sure you press the "Save & Close" button, or use the "Ctrl + Shift + S" keyboard shortcut to save the contact you have just added or the details you have changed.



To cancel the "add" / "edit" action of the opened contact, click the corresponding "Cancel" button in the top-right section of the contact edit window.

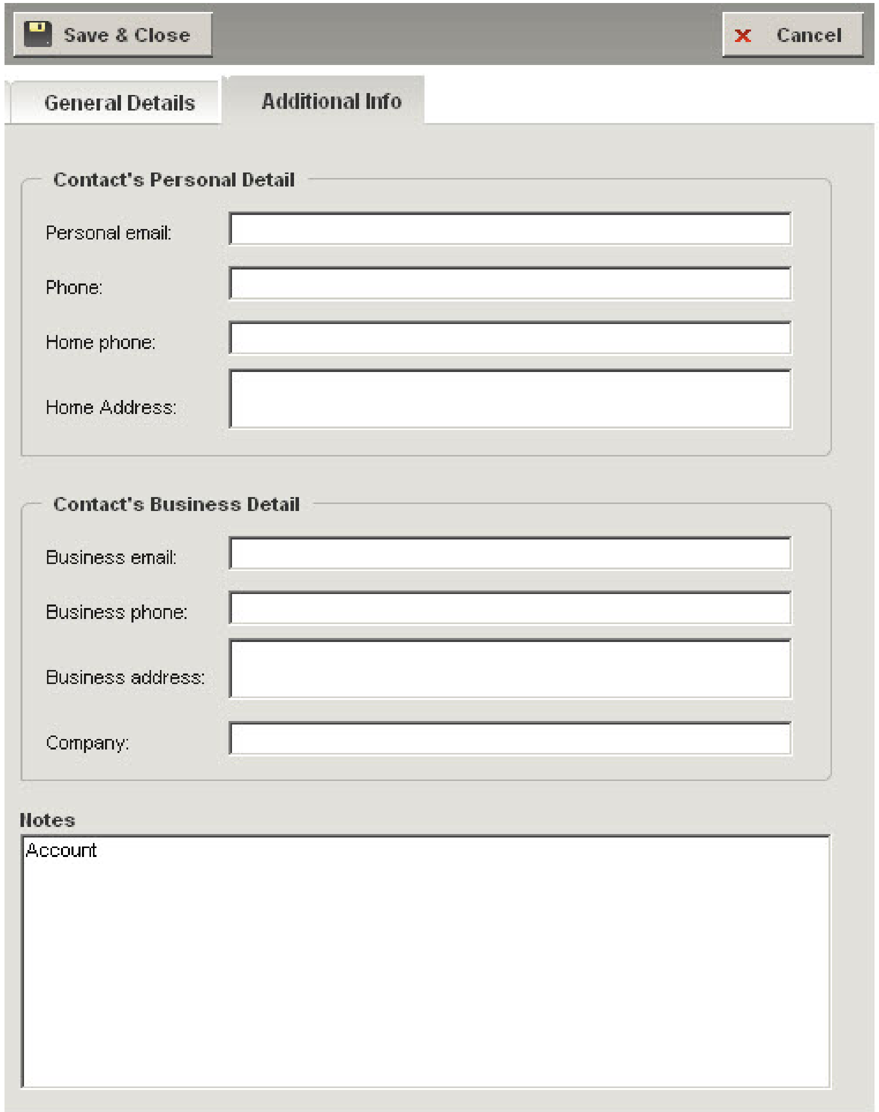
General details

In this section you can enter the most commonly used information regarding a contact.

Use the "Email", "First name" and "Last name" text fields to specify the name and email address of the new contact you want to add. To specify the contact's nickname, use the "Nickname" field.

Additional info

The "Additional Info" tab allows you to add more details about your contact.

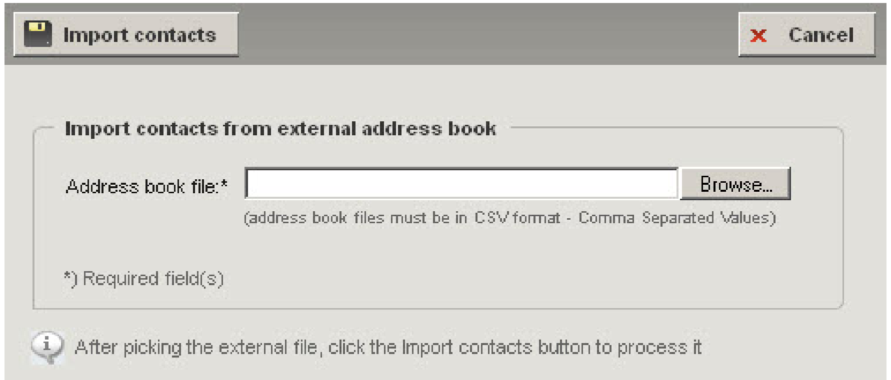


You can specify a personal email by filling the "Personal email" field, phone numbers in the "Phone" and "Home phone" fields and the home address data in the "Home address" field.

By using the "Business email" field, you can specify the work email address for your new contact. Use the "Business phone" and "Business address" fields to specify the office contact details, and the "Company" field to enter your contact's company name. Finally the "Notes" text field can be used to type any additional information regarding the currently edited contact.

Importing contacts

Press the "Import contacts" button to import external address books that were saved locally.



Note: Address book files must be in CSV (Comma Separated Value) format.

Click the "Browse" button to specify the path to the desired external address book, then click on the "Import" contacts button. Should you choose to abort, press the "Cancel" button.

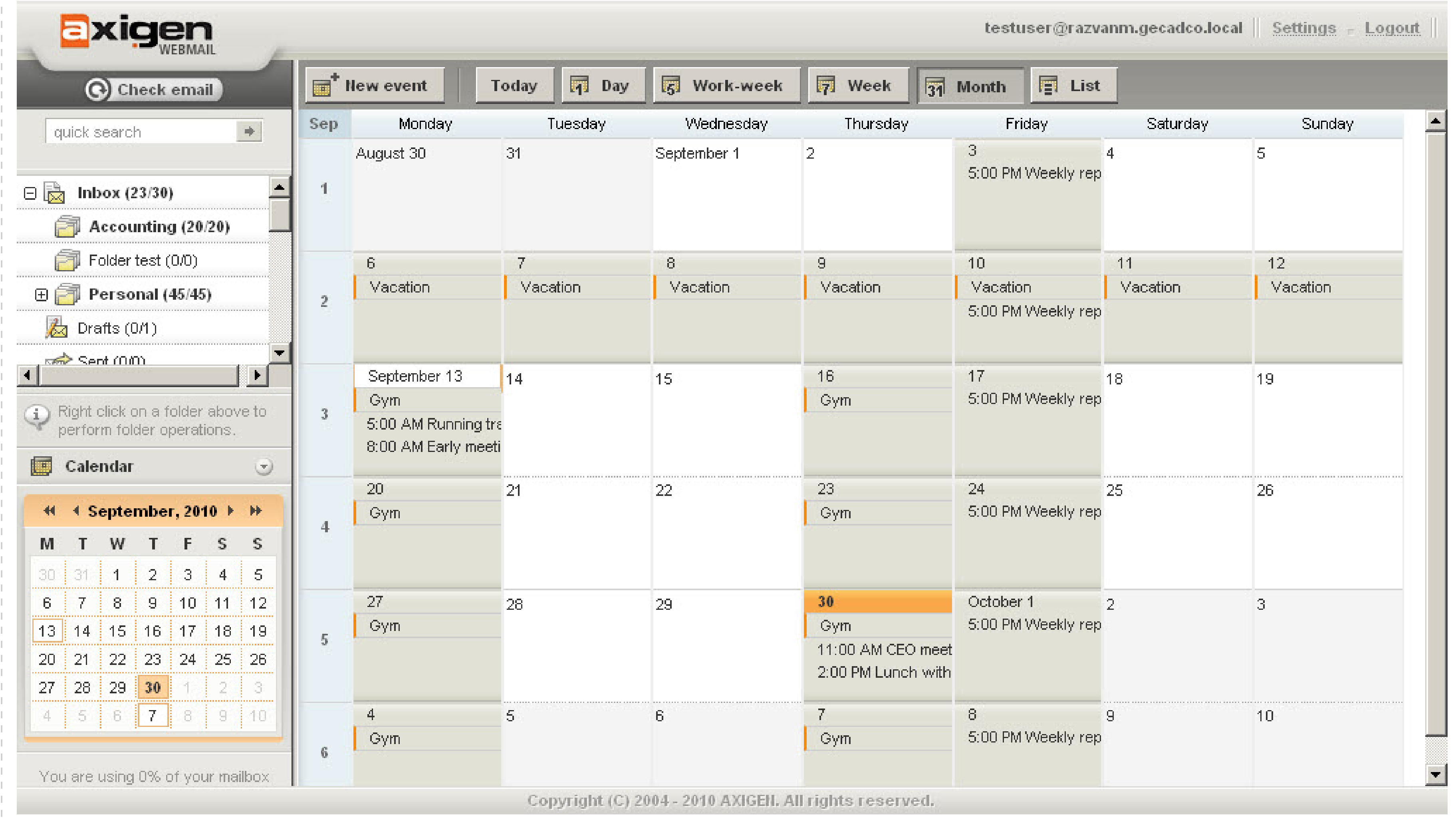
Working with the "Personal Organizer" in the Standard WebMail

Having time management and mobility needs in mind, the Axigen messaging platform comes with a "Personal Organizer" module, available from Axigen's WebMail interfaces, as well as the MS Outlook email client. The "Personal Organizer" comprises tools such as calendar, tasks, journal, notes and also offers collaboration support.

This section aims to explain how the new management tools can be used. Each of them - calendar, journal, notes, tasks - is described in a separate subsection, with all its features and usage alternatives.

Working with the Calendar

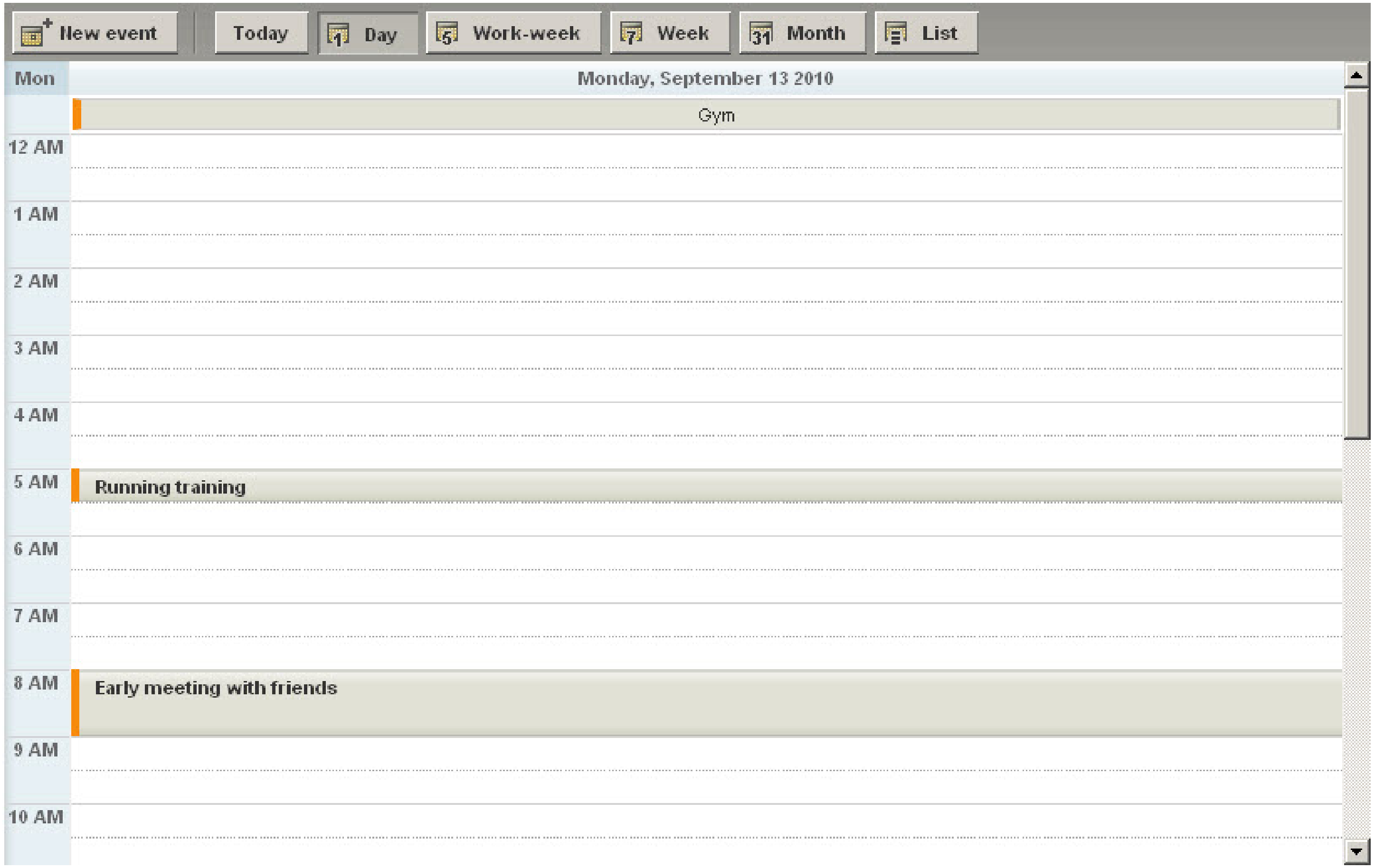
The calendar helps users plan and schedule their work-related or personal events and provides them a clear and detailed view of their work, for an improved time management. To access your calendar, you can either click the "Calendar" folder in the folder tree, placed on the left hand side of the Standard WebMail, or click on any day of the mini-calendar displayed in the lower left corner of the interface.



Calendar views

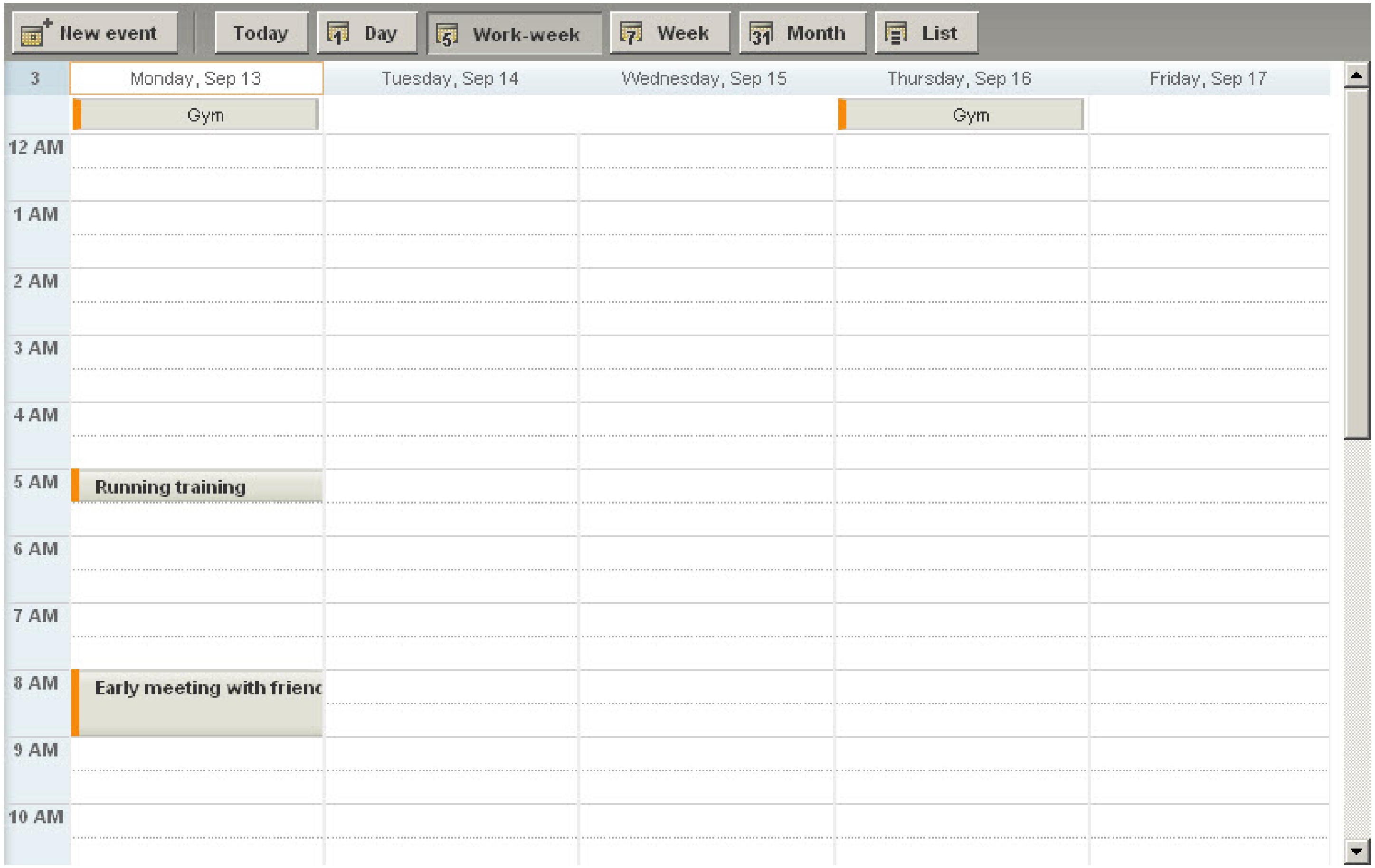
The upper button bar, displayed when the calendar is accessed, gives access to the following display options:

- "Today" - focuses your current view (see below items) on the current day, while maintaining the already chosen view mode;
- "Day" view - displays the events for one day at a time;



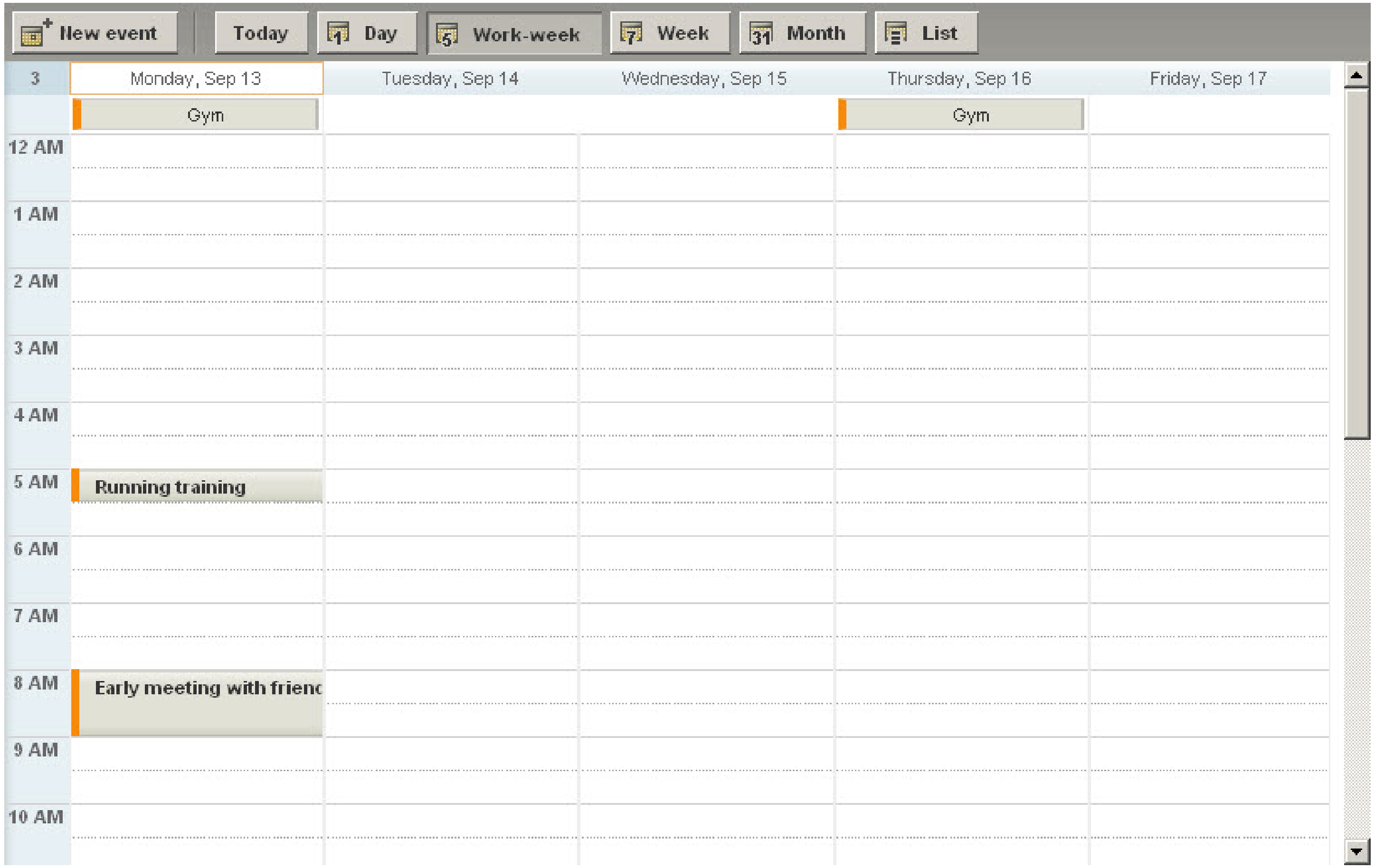
At the top of the day view, you will see the date for which the events are displayed. The events for that day are displayed below, divided on a per-hour basis. For each event, the "Subject" field is displayed in the list.

- "Work-week" view - displays work days, Monday to Friday;



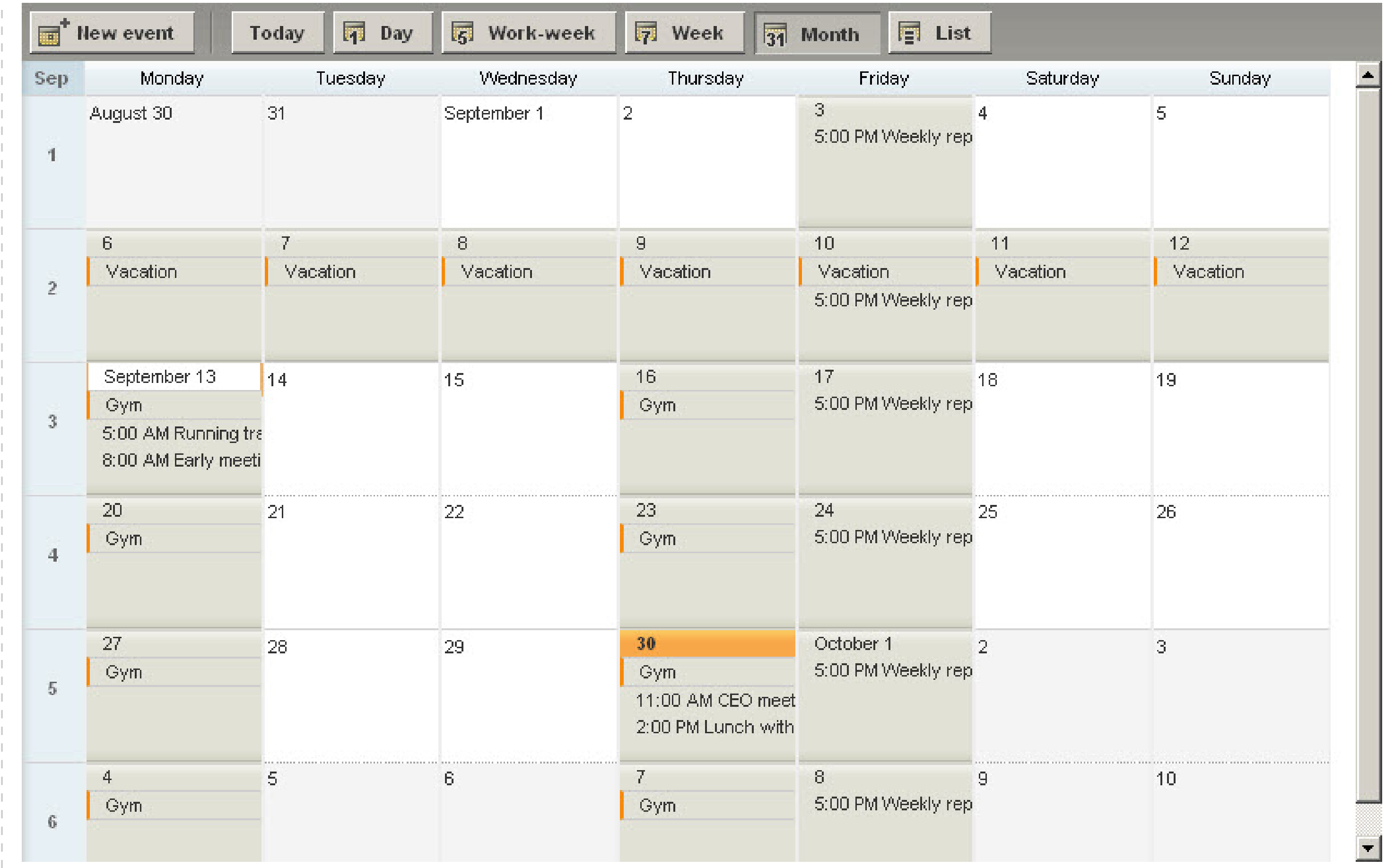
The calendar view window is divided into columns corresponding to each work week day and the events are displayed for each day on a per-hour basis. For each event the "Subject" field is displayed in the list.

- "Week" view - displays the entire week, Monday to Sunday;



In this view mode, the calendar view window is divided into columns corresponding to each week day and the events are displayed in each column on a per-hour basis. For each event the "Subject" field is displayed in the list.

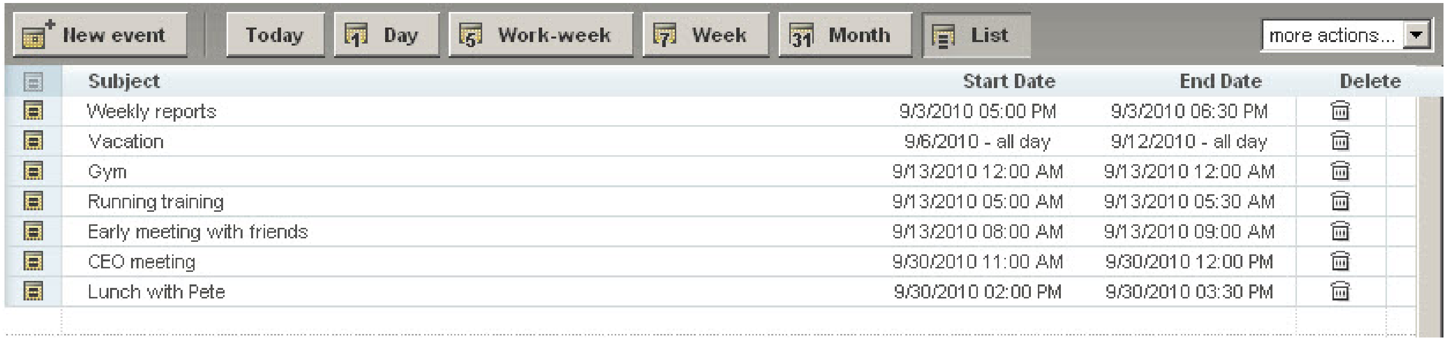
- "Month" view - displays the events for the whole month;



In the "month" view mode, the calendar view is divided into columns corresponding to each week day and rows corresponding to each week. The events are displayed in each box. For each "all day" event, only the "Subject" field is displayed and for events scheduled between specific hours, the "Start time" (hour) and "Subject" are displayed.

Note: For the day, w ork w eek and w eek view s the first row in the calendar view table is used to display "all day" calendar events.

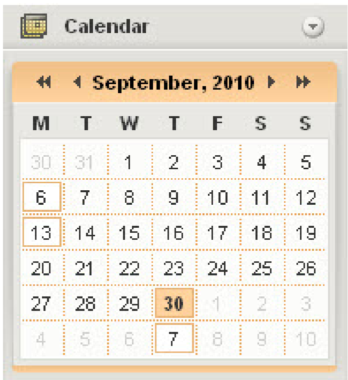
- "List" view - displays the existing list of events.



In the "list" view mode, the calendar view is divided into columns corresponding to specific event details. The events are displayed on each row and for each event, the "Subject", "Start Date" and "End Date" are displayed. For events scheduled for an entire day, the start and end date columns will contain only the event date and the "all day" specification. Use the trash-bin icon found in the "Delete" column to remove the related event from your calendar.

Note: In all view s the event lists are sorted based on their start date / hour.

By default, these view modes are related to the current day, week, month. To browse your calendar to other days, months, years, use the mini-calendar, displayed in the lower left corner of the interface. To jump to next or previous months, use the "arrow" buttons at the top of the mini-calendar. To jump to the next or previous year, use the "double-arrow" buttons.



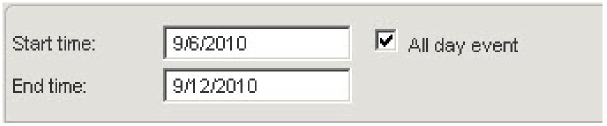
Note: Further settings that determine the behavior of the calendar need to be set in the "Settings" -> "WebMail Data" page. Each user needs to set the correct "Time Zone" and the "Week start date", in order to have start and end times displayed correctly in their calendar.

Managing existing events

To delete an existing event, simply double-click on the desired event entry in your Calendar view and click the trash icon found in the top side menu of the event edit page.

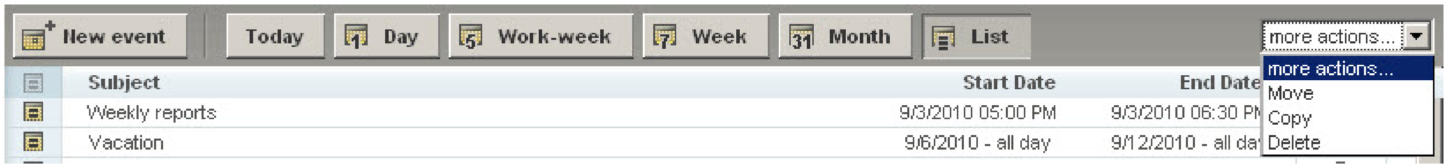
When using the "list" view, events can be deleted by clicking their corresponding delete icon.

To move an event to another time period, double-click on the event and change the start / end time. This will move the event entry to the new time period.

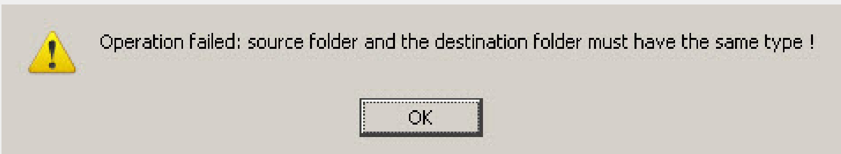


Existing events can be edited at any given later date. To edit an event's properties (recurrence, location, attendees etc.), double-click on the corresponding entry in your calendar, regardless of the selected view type. After making the needed modifications, hit the "Save & Close" button.

When viewing the content of a calendar folder in "list" mode, you can move (to another calendar folder), copy or delete one or several entries you previously selected, by using the corresponding actions available in the "more actions..." drop-down menu.



Note: When trying to move or copy a calendar entry, the folder you choose as destination will have to be a calendar folder type too. Otherwise, you will be presented with an error, as you can see below.



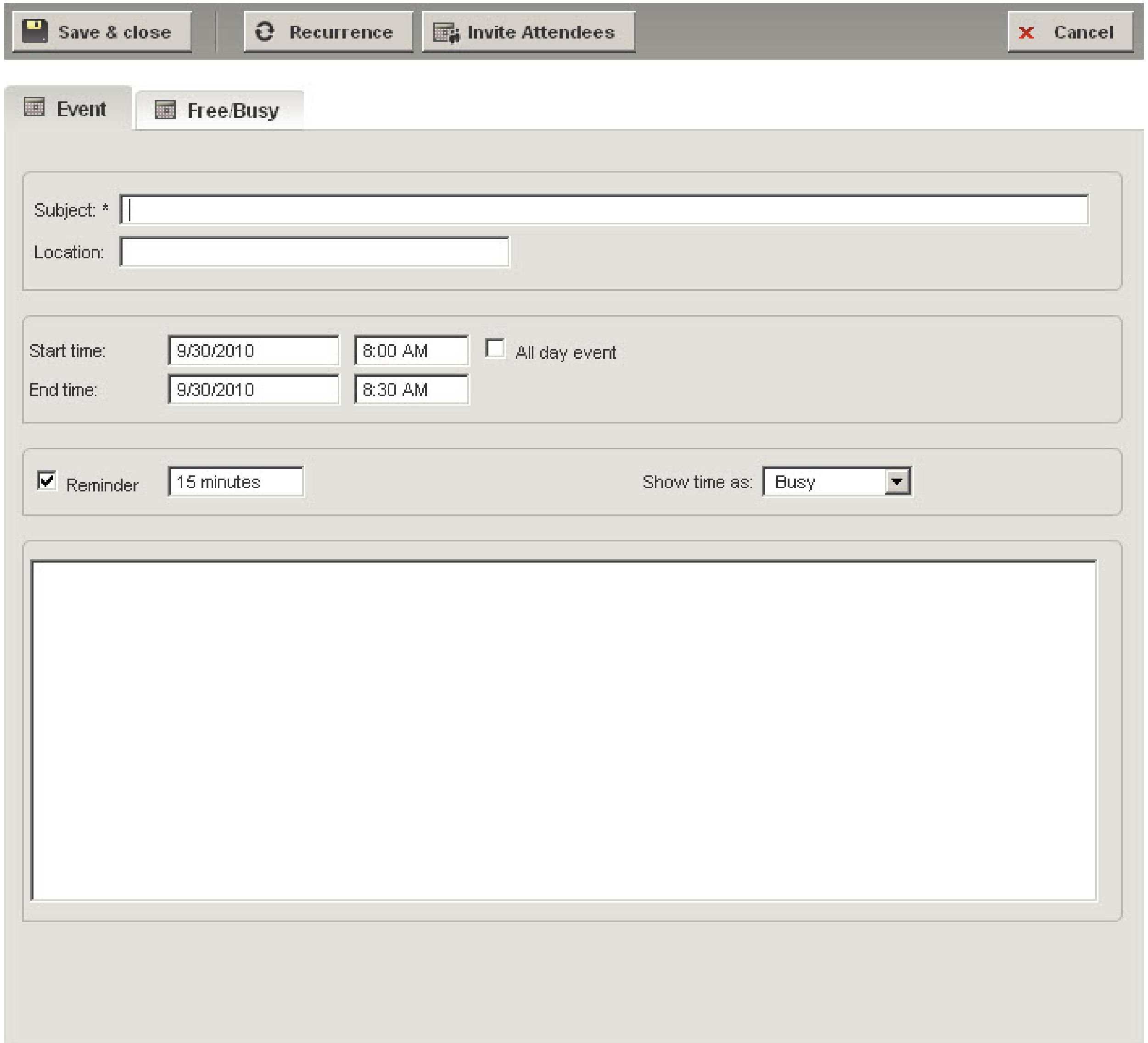
You can apply the move, copy or delete actions to several items at the same time, by selecting multiple events, before you perform the desired action. To find out more regarding the selection of multiple items, please see Selecting items.

Creating a new event

To create a new event, you can use the "New event" button found in the top-left side of the calendar view, or double-click on an empty field of your calendar content view section.

Event details

When creating a new event, you have to first type a subject (required) and then a location, specifying where the event will take place. You can either create an event that lasts throughout the day, by checking the "All day event" option, or you can specify time limits for the new event. To do so, click the date and time selection boxes for both the start and end date of your event.



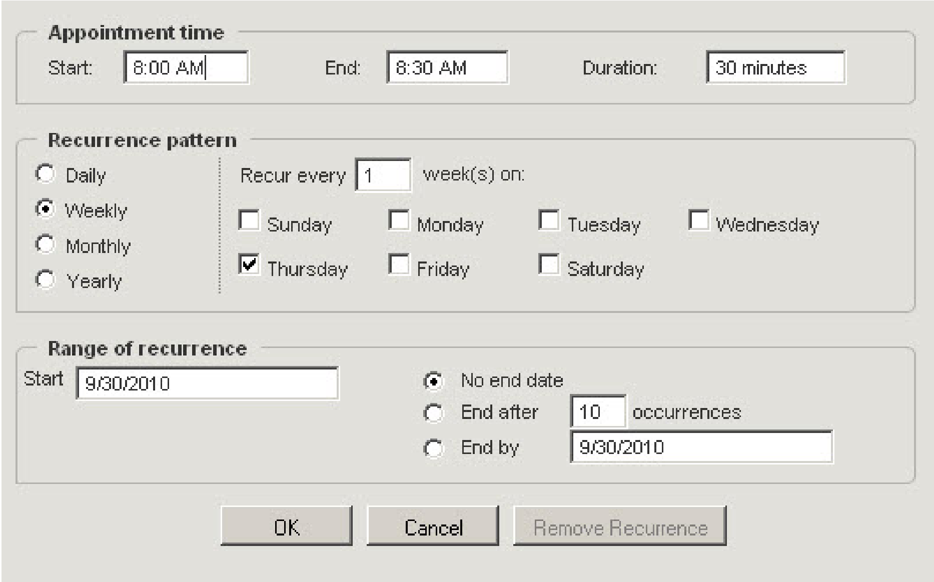
Should you like to be prompted before the start of a certain event, check the "Reminder" box and set your desired time interval. You can also use the available text field to type in any details or explanations regarding your current event. Set the events transparency to "Busy" or "Free" using the drop-down menu in the "Show time as" section. This option will affect the resource availability, displayed in the "Free / Busy" tab. More information is available below on this page.

To save your event, press the "Save & Close" button. To abort configuring the event, hit "Cancel".

Adding recurrence

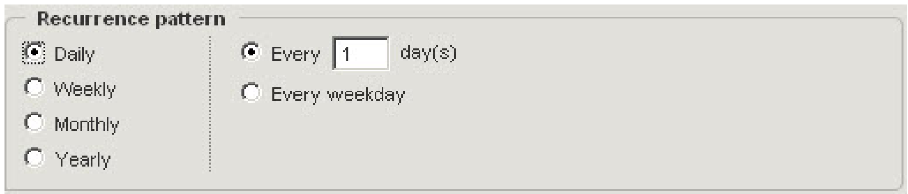
To define a repeating event, hit the "Recurrence" button and configure the desired parameters.

When hitting the "Recurrence" button, a pop-up window will display the available options. You can set a start and end time for the event by clicking the respective selection boxes. Thus, the duration of your event will be automatically set.



You can set the event to be repeated on a daily, weekly, monthly or yearly basis, according to a defined recurrence pattern. Depending on the recurrence pattern you select, you can access more detailed options:

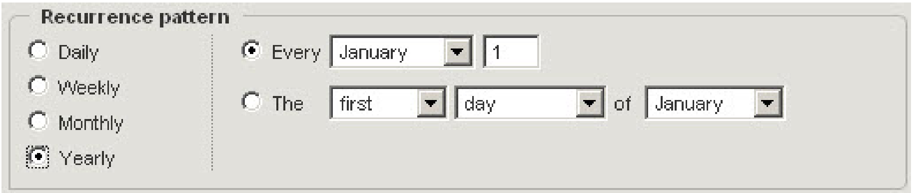
- "Daily" - you can have the event repeated every weekday by checking the corresponding option, Every weekday, or you can have it repeated every 2,3, x days by checking the corresponding option;



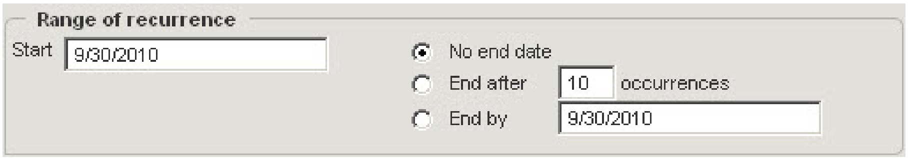
- "Weekly" - you can check a certain day (Monday to Sunday) of every 1 / 2 / etc. week(s) for the recurrence;
- "Monthly" - you can specify a certain day of every month (e.g. 25th of every month or every 2 months), or select from the other available options: first / second / third / fourth / last - day / weekday / weekend day / Sunday / Monday etc. of every 1 / 2 / etc. months; for example, you can set an event that occurs on the first weekday of every month;

Note: As the number of days differs depending on the month, if you set an event for the 31st, it will be scheduled in the last day of each month with 30 or less days.

- "Yearly" - you can set the event to occur on a certain date of a certain month (e.g. January 25th) or you can select from the other available options: first / second / third / fourth / last - day / weekday / weekend day / Sunday / Monday etc. of every January / February / etc. months; for example, you can set a seminar attendance event for each first weekend day of every March.



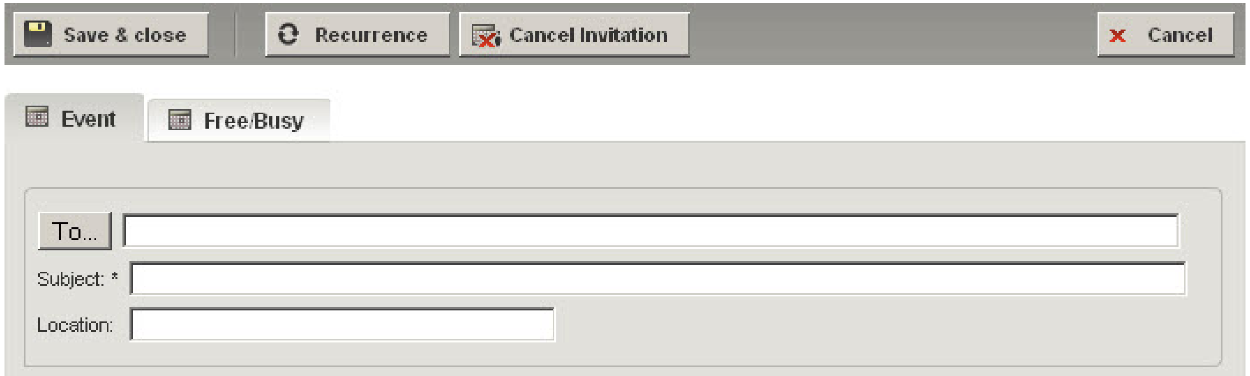
Finally, set the "Range of recurrence" for your event. Click the "Start" selection box to select a date. The event can be repeated incessantly if you choose the "No end date" option. Alternately, you can have it end after a number of instances, by checking the "End after x occurrences" option and setting the desired number of repeats, or set an "End by" date by clicking the related selection box.



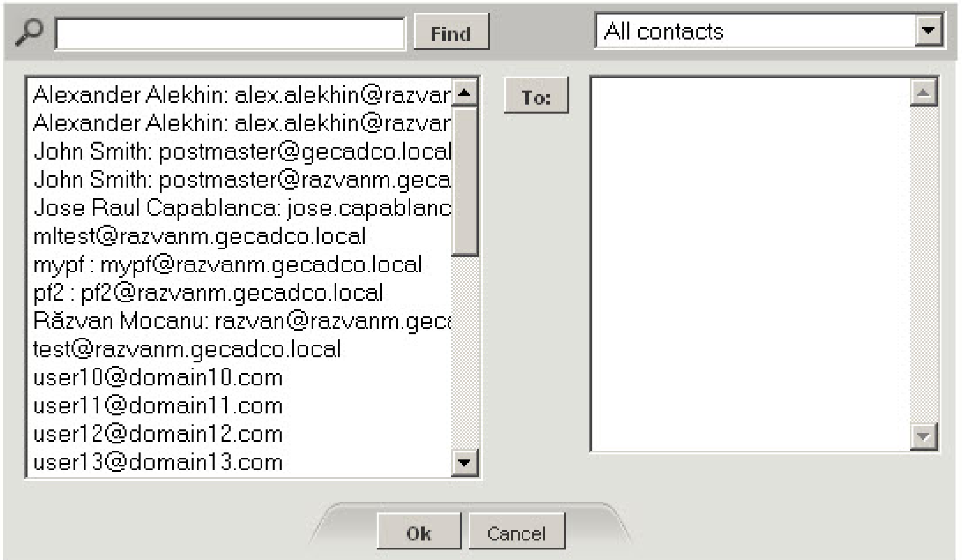
When you are done setting the event recurrence, hit "OK". To abort the recurrence, hit "Cancel". For already defined recurrence details, hit "Remove Recurrence" to prevent the event from repeating.

Inviting attendees

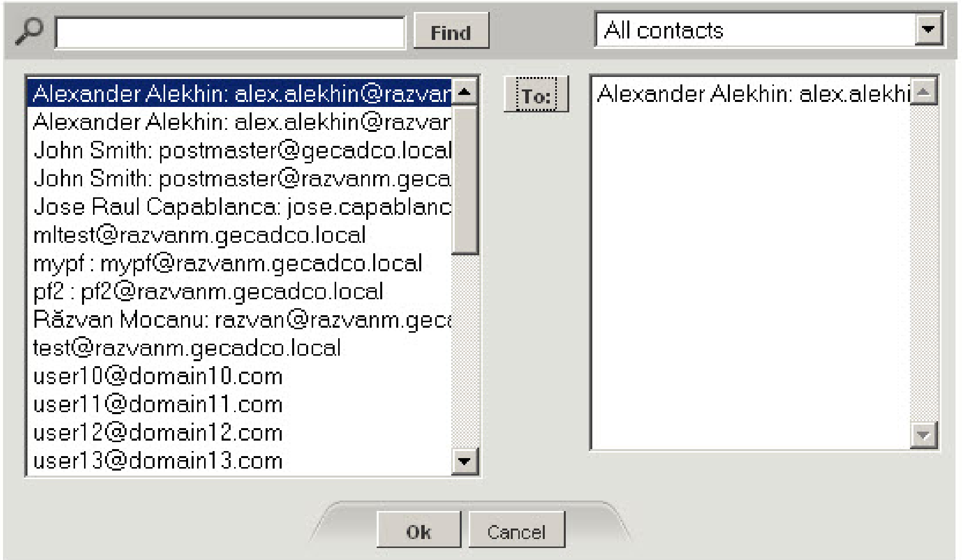
Use the "Invite Attendees" button to invite others to attend the event you are creating. When hitting the "Invite Attendees" button, a new text field and a "To" button are added in the upper side of the event editing window. If you want to abort inviting process, press the "Cancel Invitation" button that replaces the initial "Invite Attendees" option.



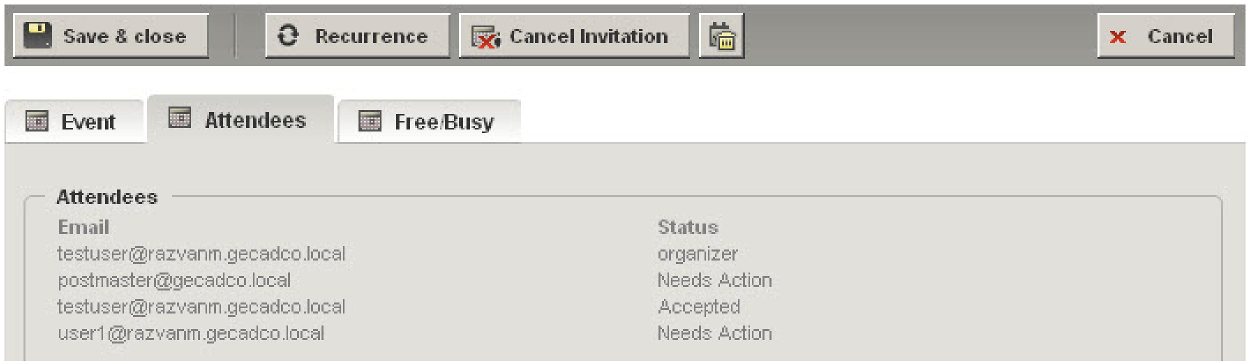
You can either type the email addresses of the persons you want to invite at the event, or you can access your existing contacts by hitting the "To" button. When accessing your contacts using the "To" button, a new pop-up window will appear, allowing you to choose which contacts to invite, as shown below. You can also filter your contacts by type, using one of the available options: "All contacts", "My contacts", "Public contacts" and "Domain contacts".



Select the email address(es) of the contact(s) you want to invite with a mouse click, then press the "To" button. To select several contacts, press "Ctrl" on your keyboard. To delete a contact from the list of attendees to be invited, click their email address in the right hand pane and press "Delete" on your keyboard. When you are done selecting attendees, press "OK" to have the email invitations sent to them. To discard the inviting process, hit "Cancel".

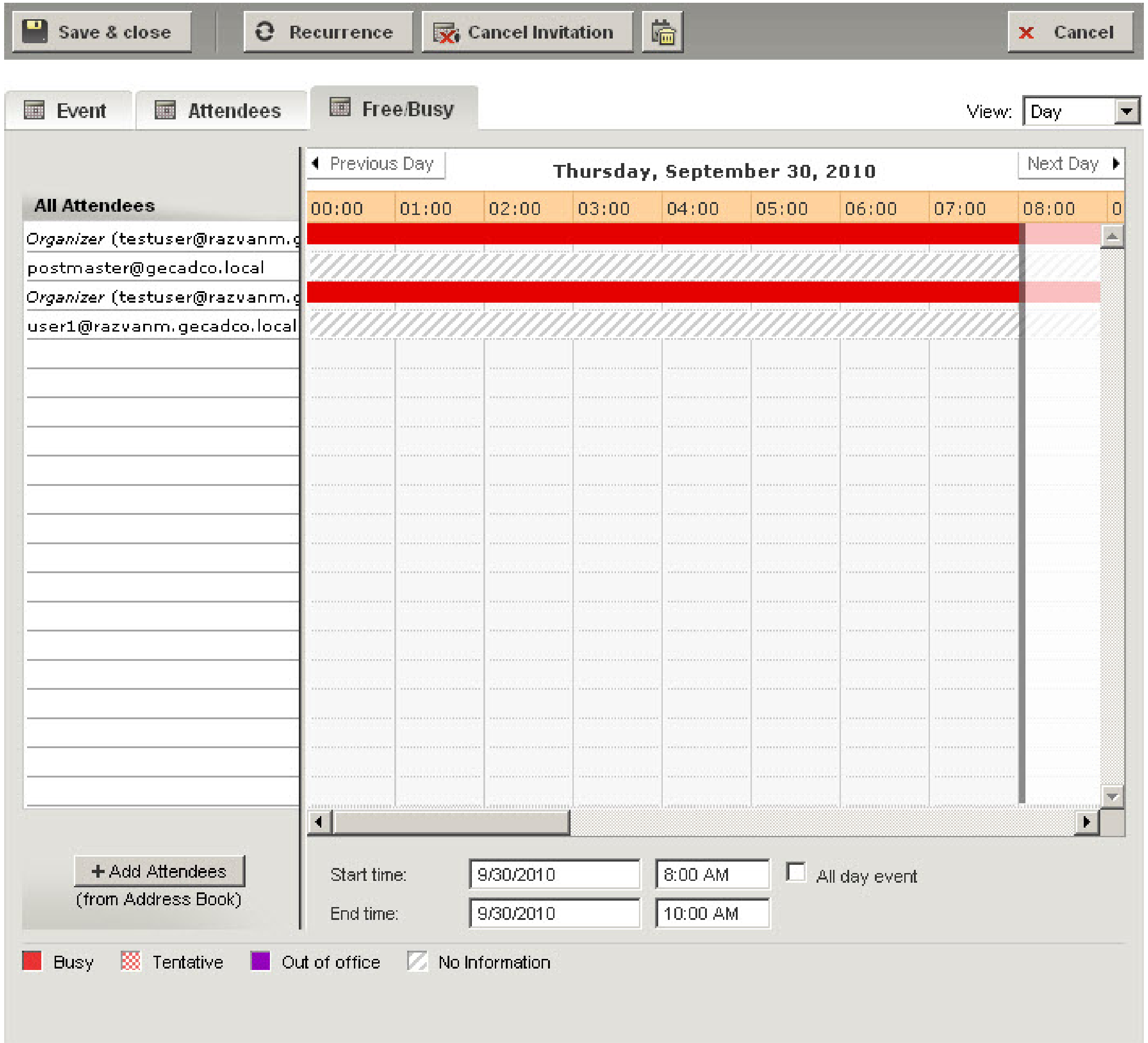


When inviting others to take part in a certain event, the event editing window will also be modified. A new tab called attendees will be added, showing the course of action taken by those invited. The possible statuses are "Organizer", "Accepted", "Declined", "Tentative" and "Needs action".



Checking the "Free / Busy" status of the attendees

In the "Free / Busy" tab, the attendee availability is displayed if the user editing the event has the "Read Free / Busy status" permission on the attendee's mailbox.

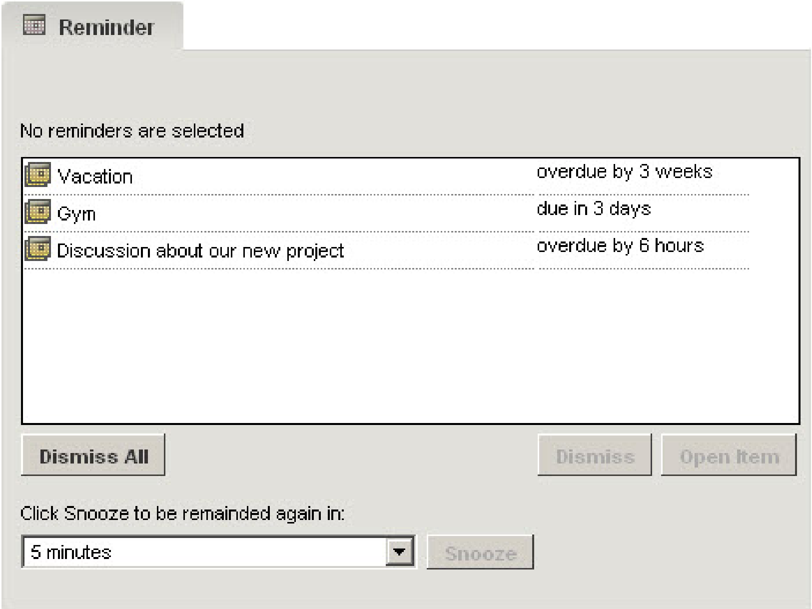


Reminder options

To be prompted before the start of a certain event, make sure that you check the "Reminder" box when creating / editing an event and set the desired time, before the start of the event, when the reminder pop-up will be shown.

If you have chosen to be reminded of a certain event at the specified time, a pop-up will appear at the given time and date. If no action is taken, it will reappear each time the Standard WebMail interface is automatically refreshed. The time period depends on the refresh settings configured in the "Settings" -> "WebMail Data" page. Alternatively, you can have the reminder postponed using the available snooze options, by choosing a repeat interval in the corresponding drop-down menu and by hitting the "Snooze" button.

Warning: If the auto-refresh option is disabled, reminders will not function!

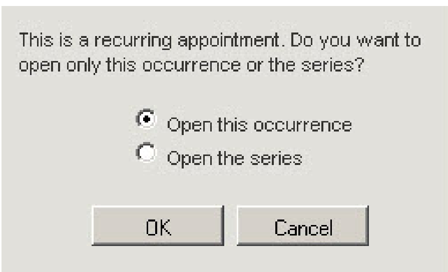


If you want to see the details of an event you are reminded of, press the "Open Item" button. To dismiss a certain event, select it and press the "Dismiss" button. Use the "Dismiss All" button to discard all pending events.

{{Warning|Further settings that determine the calendar behavior need to be set on the "Settings" -> "WebMail Data" page. Each user needs to set the correct "Time Zone" and the "Week start date", in order to have deadlines and start times displayed correctly in their calendar.

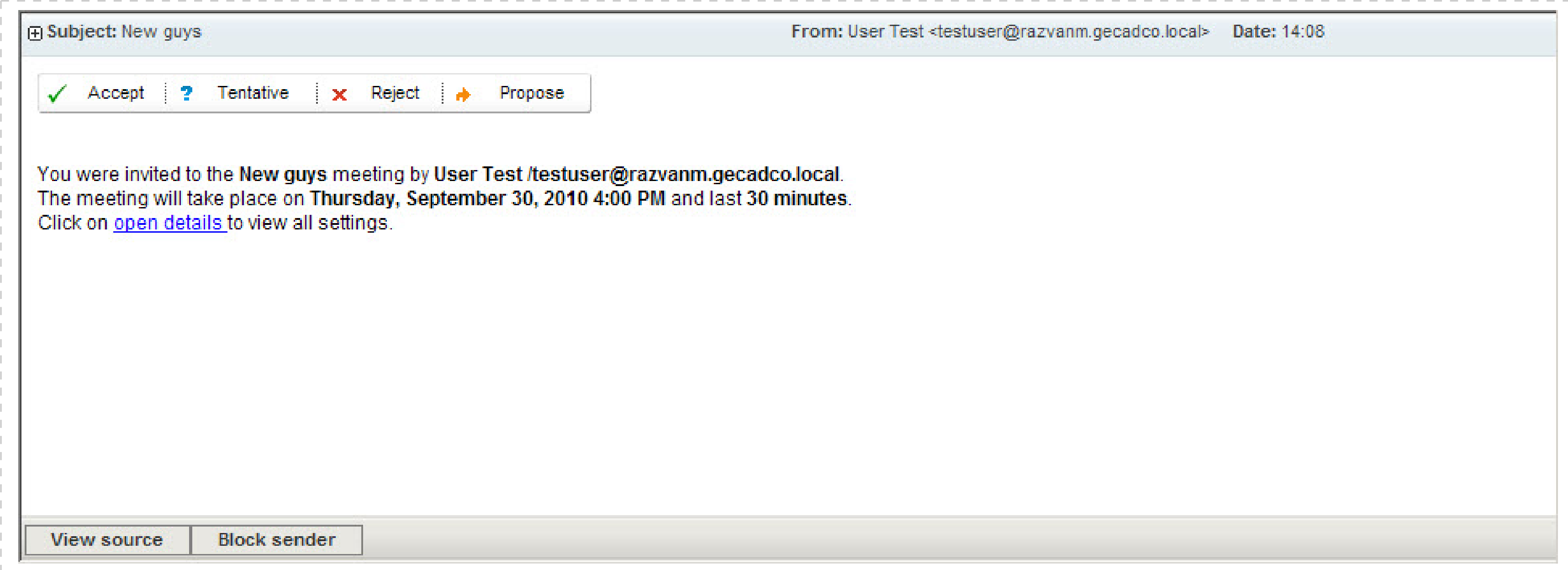
Editing recurrent events

If the entry you want to edit is a recurring event, you will be asked whether you want to edit the entire series or only a single instance (occurrence) of the event, as shown in the screenshot below.



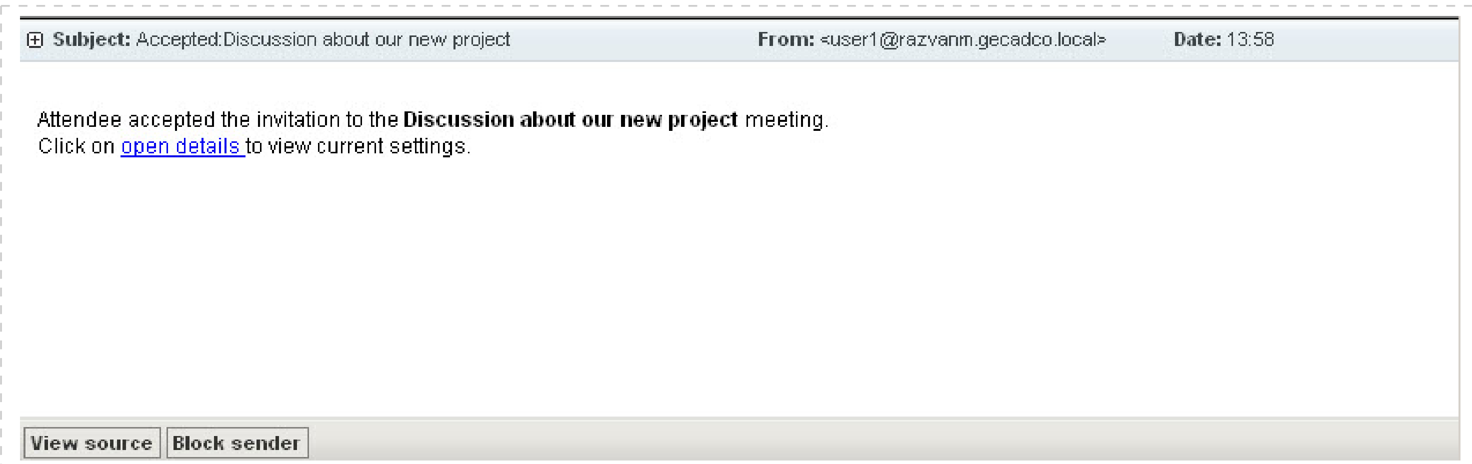
Answering to invitations

If you were selected as an attendee to another user's event, you will receive an invitation email in your Inbox, prompting you with the corresponding actions, as you can see in the image below.

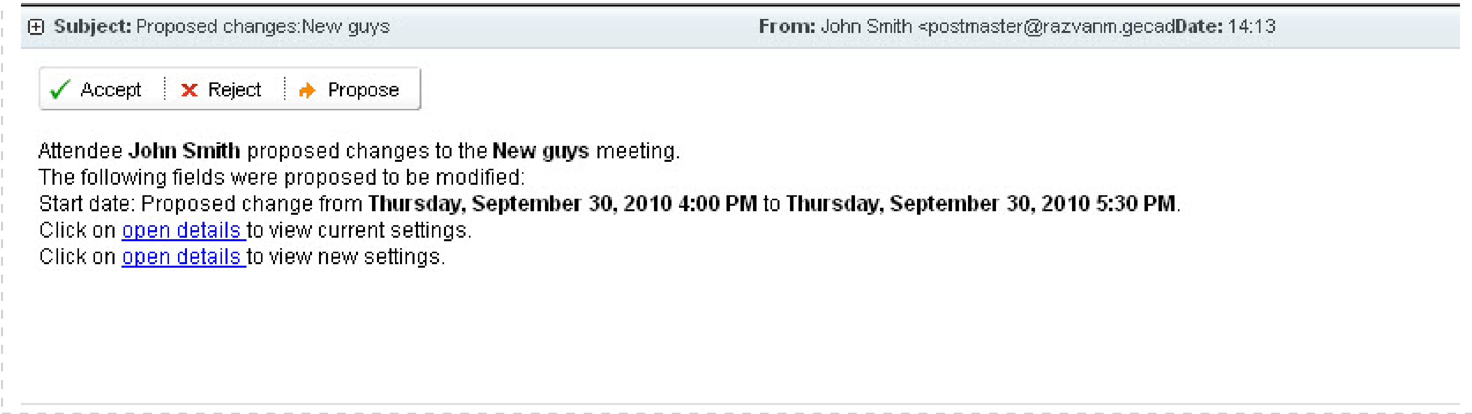


To view the details of the event you are invited to attend, click on "open details". The available options are to accept the meeting, to accept it without guaranteeing attendance ("Tentative"), reject it, or propose a change in the event details.

Each time an attendee takes a certain action, other than proposing a change, the organizer receives a notification email that requires no further action to be taken.



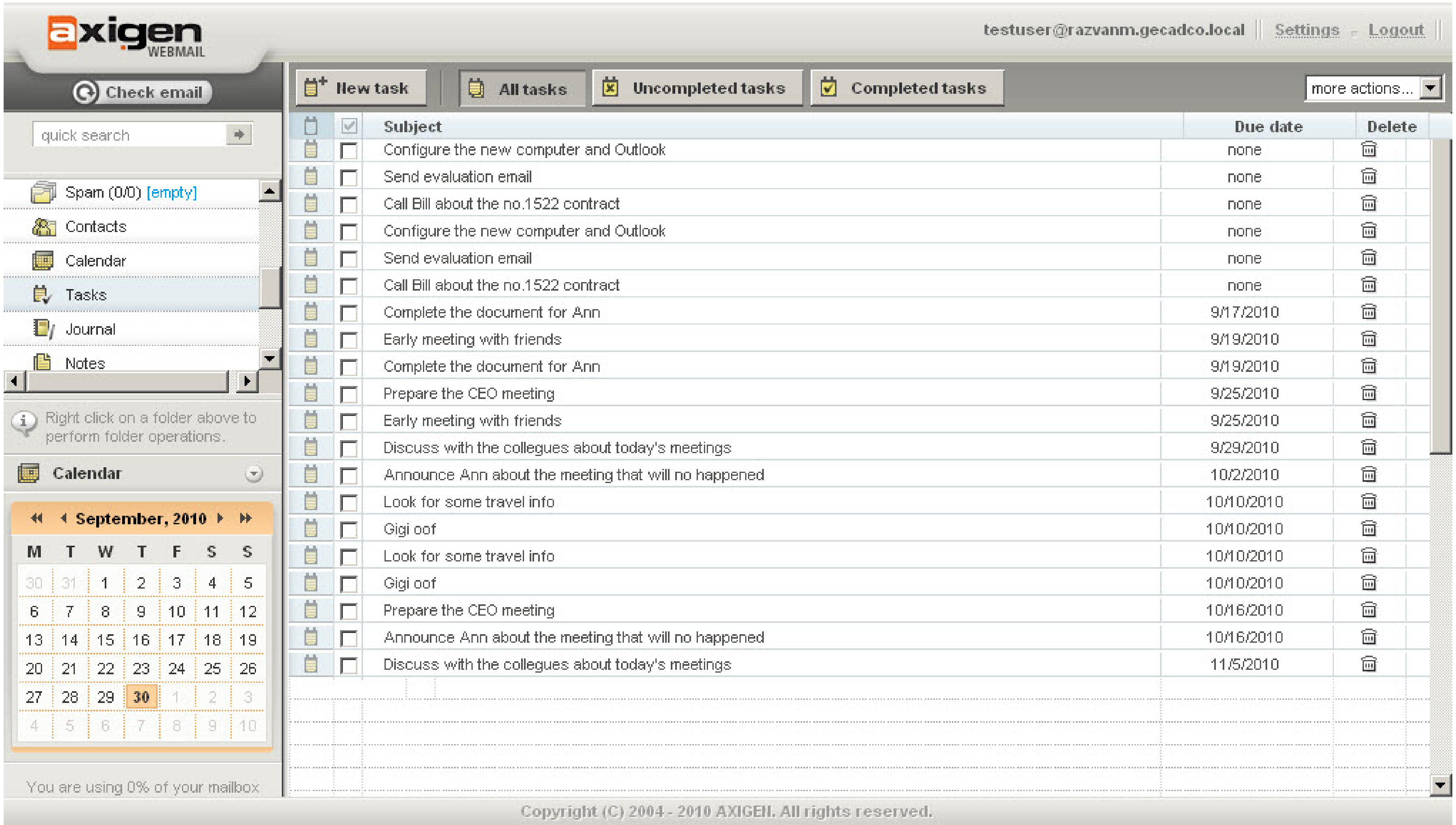
If, on the other hand, the invited attendees have proposed changes to the event, the organizer will receive an email prompting him / her to take action. The available options are to accept / reject changes or propose a new modification of the event specifics.



When dealing with proposed changes, attendees have one more option, "Tentative", which gives them the possibility to accept the changes partially, without guaranteeing thy will actually take part in the event.

Working with Tasks

Tasks helps users organize their work-related to-dos and collaborate with others on ongoing projects. By enabling them to permanently check the level of completion, tasks offer a clear and detailed view of their workload. To access your tasks, click the "Tasks" folder in the left hand side tree.



You can create additional tasks folders, by right-clicking on any folder in the tree, selecting "New Folder" and selecting the "Tasks" entry for the "Folder type". For further reference on how to create new folder, consult the New folder section.

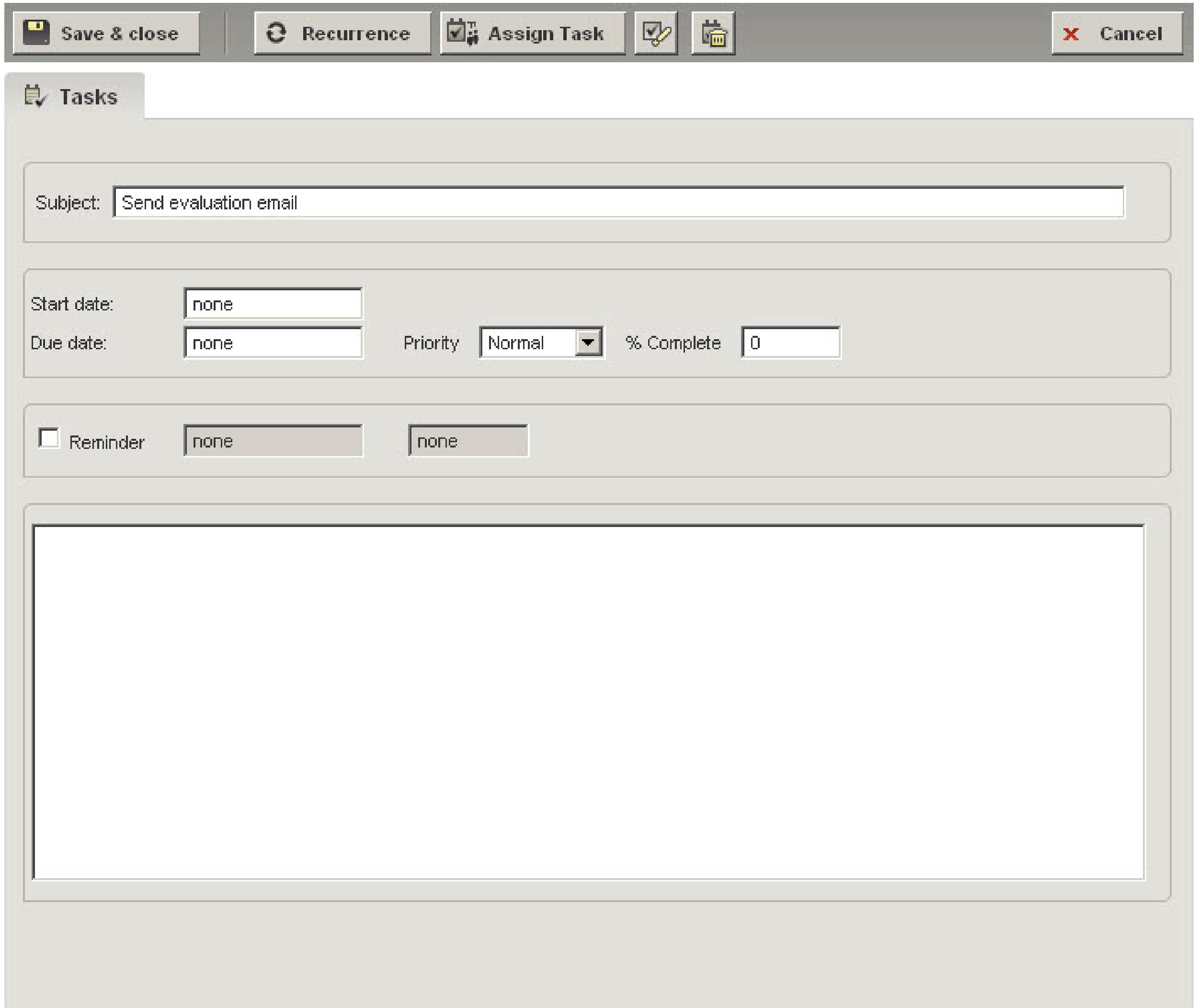
Filtering tasks

The upper button bar, displayed when the Tasks are accessed, presents you with the following filtering options:

- "All tasks" - lists all your tasks;
- "Uncompleted tasks" - displays the user's uncompleted tasks;
- "Completed tasks" - displays the user's completed tasks.

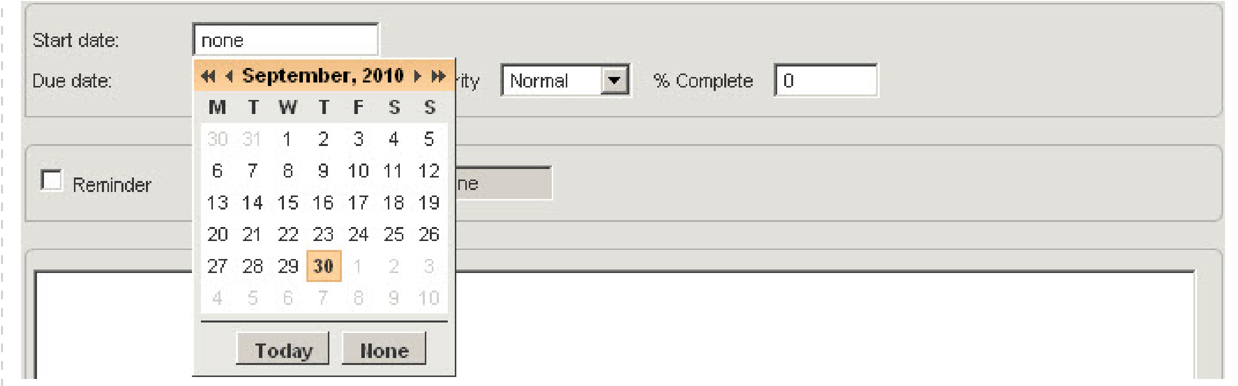
Managing existing tasks

Existing tasks can be edited at any given later date. To do so, double-click on the desired task. After making the needed alterations, hit the "Save & Close" button.

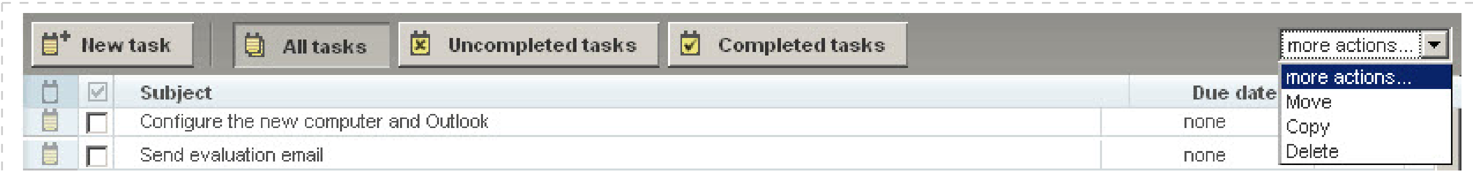


Should you like to delete the entry while you are in the editor window, press the delete icon.

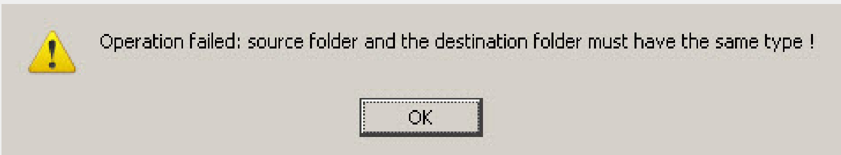
To move a task to another time period, double-click on it and change the "Start Date" and / or "Due Date". This will move the entry to the new time period.



You can move, copy or delete one or several (previously selected) entries, by using the corresponding options available in the "more actions..." drop-down menu.



Note: When trying to move or copy a task, the folder you choose as destination w ill have to be a tasks folder type too. Otherw ise, you w ill be presented w ith an error, as show n in the screenshot below .

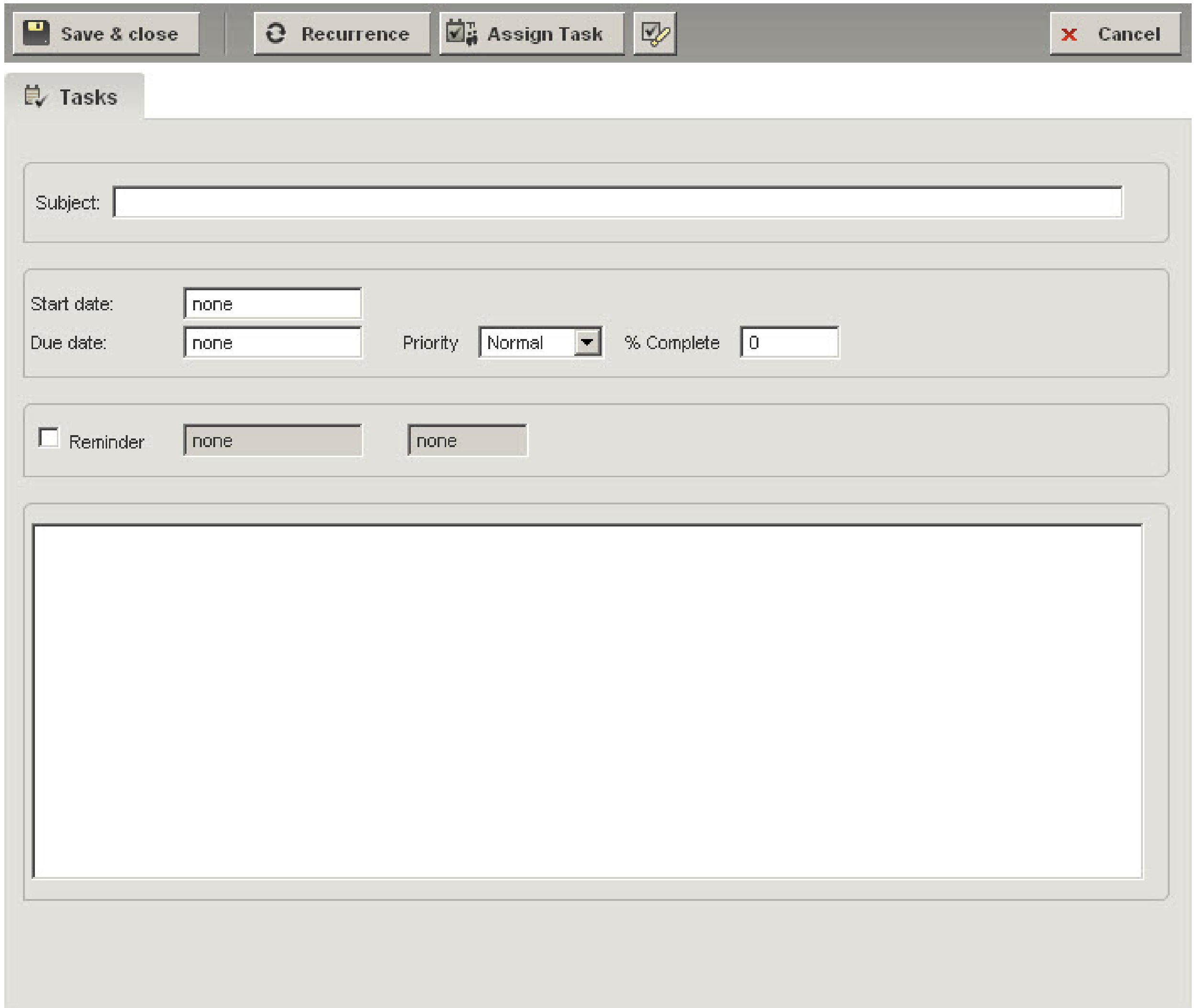


You can apply the move, copy or delete actions to several items at the same time, by selecting multiple tasks, before you perform the desired action. To find out more regarding the selection of multiple items, please see Selecting items.

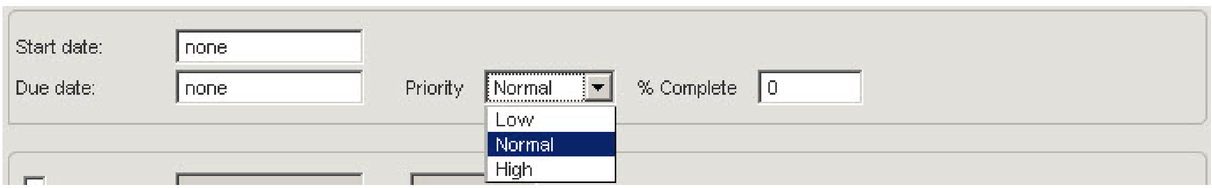
Creating a new task

Task details

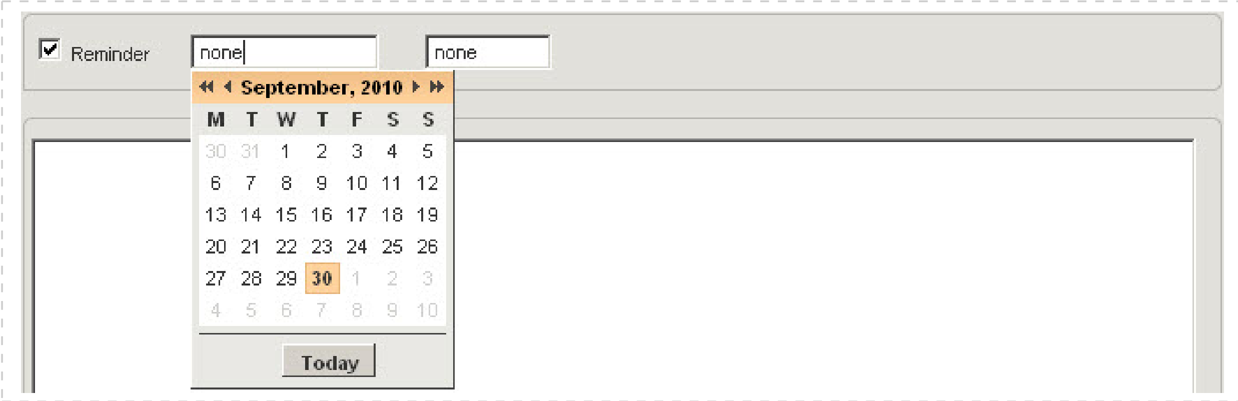
When creating a new task, first type a subject in the corresponding text field, then set the task's completion deadline using the "Due Date" selection box. Use the left and right arrows of the selection calendar to switch between months of a certain year and the double left and right arrows to switch between different years.



To successfully define a time frame for the task, also configure the "Start date", using the corresponding selection box. Furthermore, you can prioritize tasks using the "Priority" drop-down menu. Available options are: "Low", "Normal" and "High".



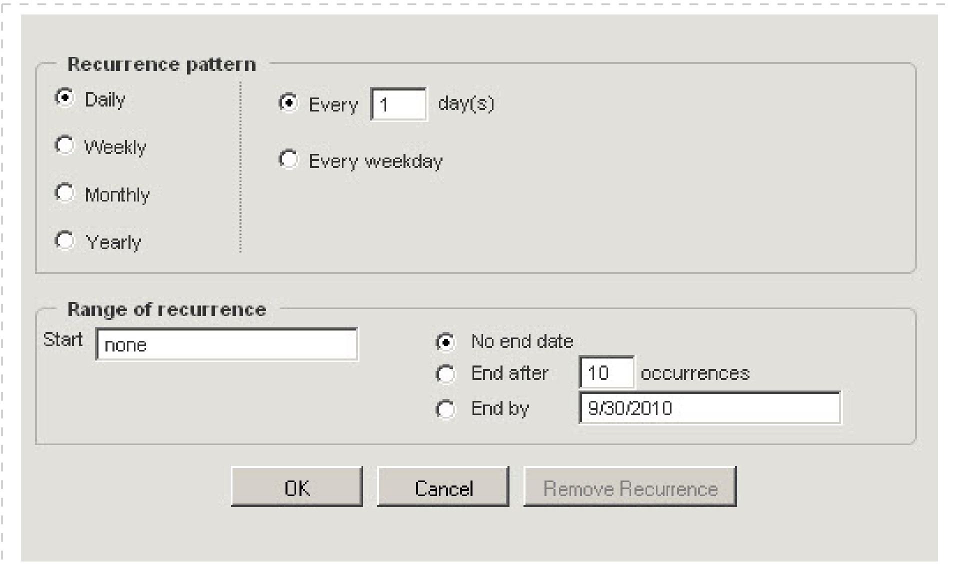
Should you like to be prompted before the start of a certain task, check the "Reminder" box and set your desired time interval. You can also use the available text field to type in any details or explanations regarding your current task.



Adding recurrence

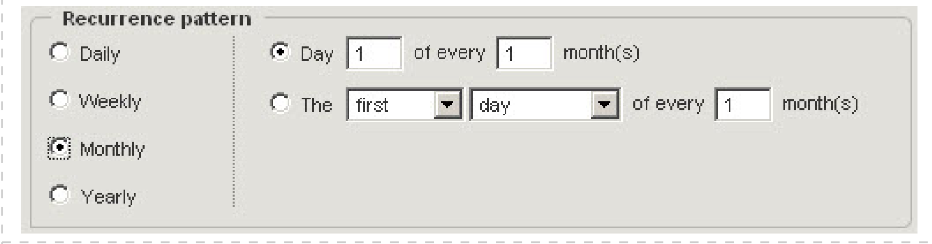
By hitting the "Recurrence" button, you can set the task to be repeated on a daily, weekly, monthly, yearly basis or according to a defined recurrence pattern. Depending on the recurrence pattern you select, you can access more detailed options:

- "Daily" - you can have the task repeated every weekday by checking the corresponding option, Every weekday, or you can have it repeated every 2,3, x days by checking the corresponding option;

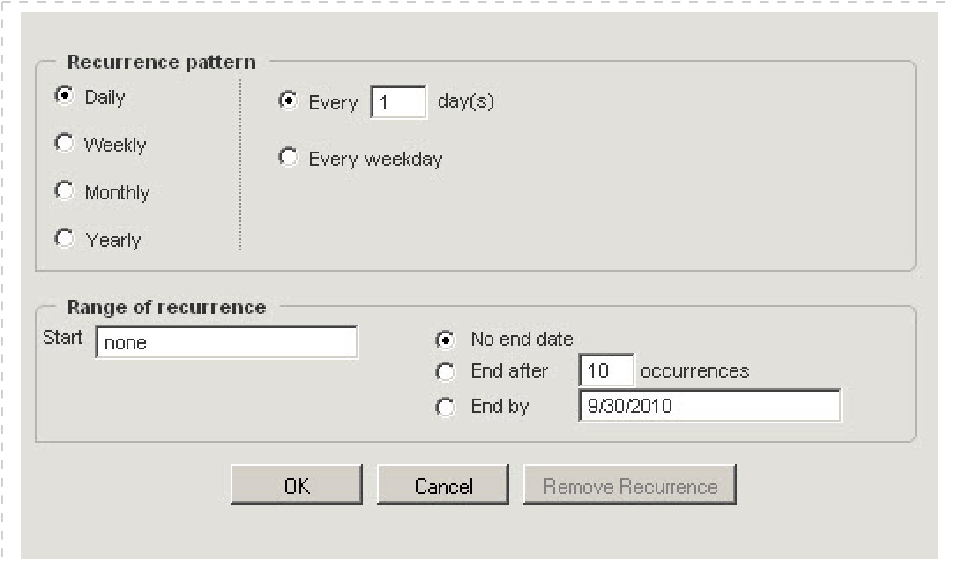


- "Weekly" - you can check a certain day of the week for the recurrence;
- "Monthly" - you can specify a certain day of every month (e.g. 25th of every month or every 2 months), or select from the other available options: first / second / third / fourth / last - day / weekday / weekend day / Sunday / Monday etc. of every 1 / 2 / etc. months; for example, you can set a task that occurs on the first weekday of every month;

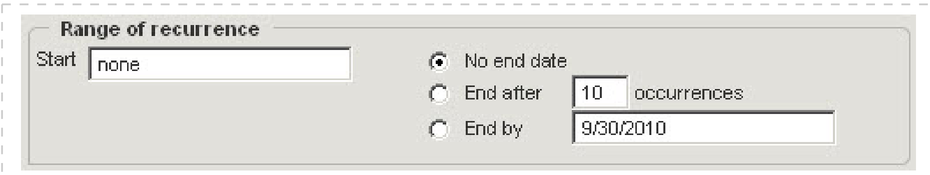
Note: As the number of days differs depending on the month, if you set a task for the 31st, it will be scheduled in the last day of each month with 30 or less days.



- "Yearly" - you can set the task to occur on a certain day of a certain month (e.g. January 25th) or you can select from the other available options: first / second / third / fourth / last - day / weekday / weekend day / Sunday / Monday etc. of every January / February / etc. months; for example, you can set a seminar attendance task for each first weekend day of every March.



Then set the "Range of recurrence" for your task. Click the "Start" selection box to select a date. The task can be repeated incessantly if you choose the "No end date" option. Alternately, you can have it ended after a number of instances, by checking the "End after x occurrences" option and setting the desired number of repeats, or set an "End by" date by clicking the related selection box.

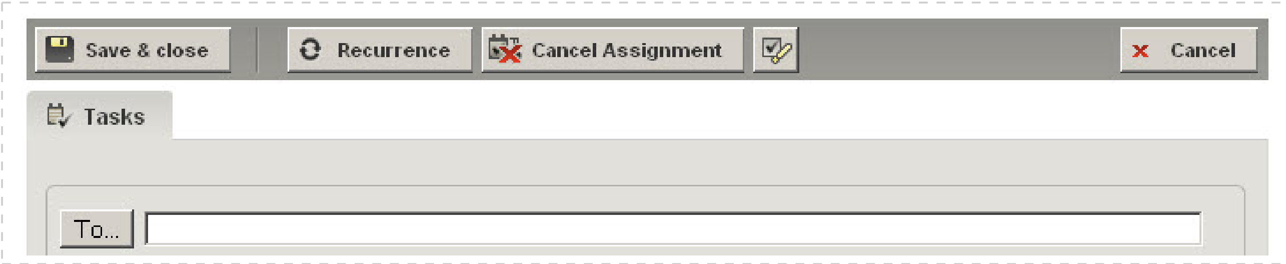


When you are done setting the task recurrence, hit "OK". To abort the recurrence, hit Cancel. For already defined recurrence details, hit "Remove Recurrence" to prevent the task from repeating.

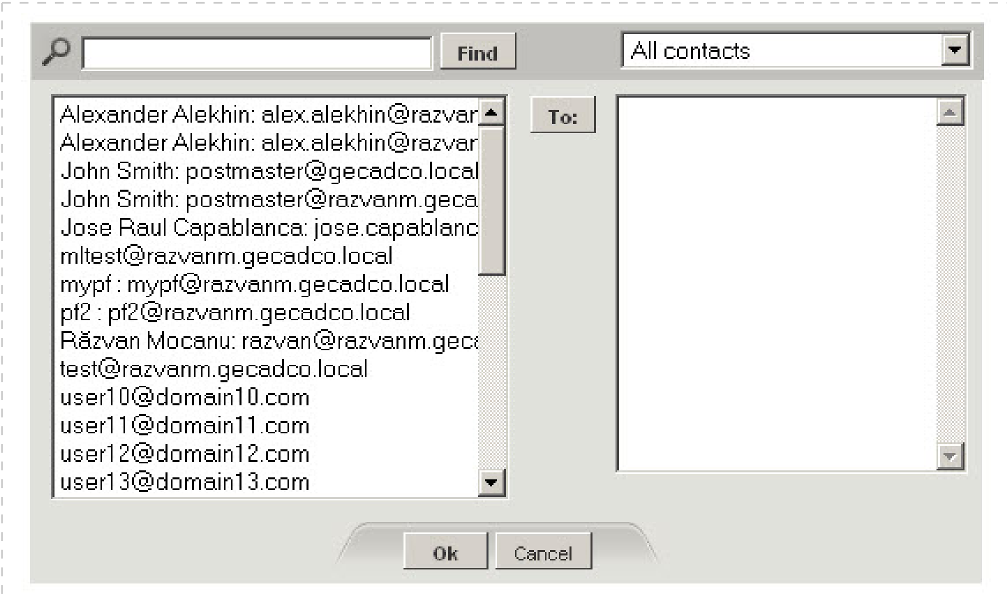
Assigning tasks

When hitting the "Assign task" button, a new text field and a "To" button are added in the upper side of the task editing window. If you want to abort inviting process, press the

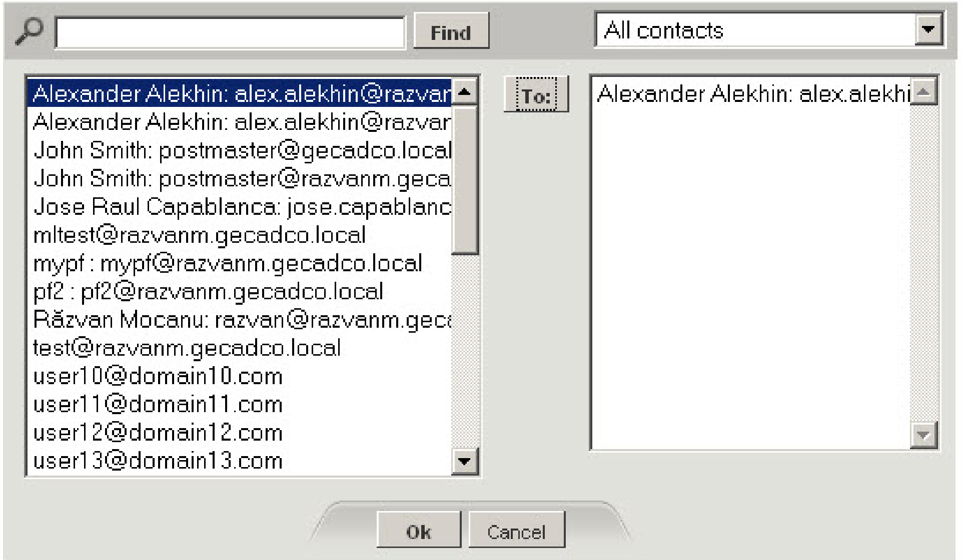
"Cancel Assignment" button that replaces the initial "Assign task" option.



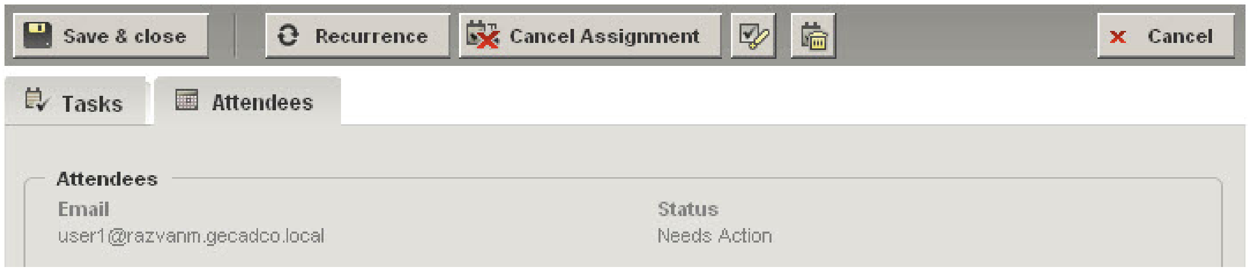
You can either type the email addresses of the persons you want to assign the task to, or you can access your existing contacts by hitting the "To" button. When accessing your contacts using the "To" button, a new pop-up window will appear, allowing you to choose which contacts to assign the task to, as shown below. You can also filter your contacts by type, using one of the available options: "All contacts", "My contacts", "Public contacts" and "Domain contacts".



Select the email address(es) of the contact(s) you want to have the task assigned to with a mouse click, then press the "To" button. To select several contacts, press "Ctrl" on your keyboard. To delete a contact from the list of assignees, click their email address in the right hand pane and press "Delete" on your keyboard. When you are done selecting assignees, press "OK" to have the email assignments sent to them. To discard the assigning process, hit "Cancel".



When assigning tasks to others, the editing window will also be modified. A new tab called "Attendees" will be added, showing the course of action taken by those you have selected. The possible statuses are "Accepted", "Declined" and "Needs action".

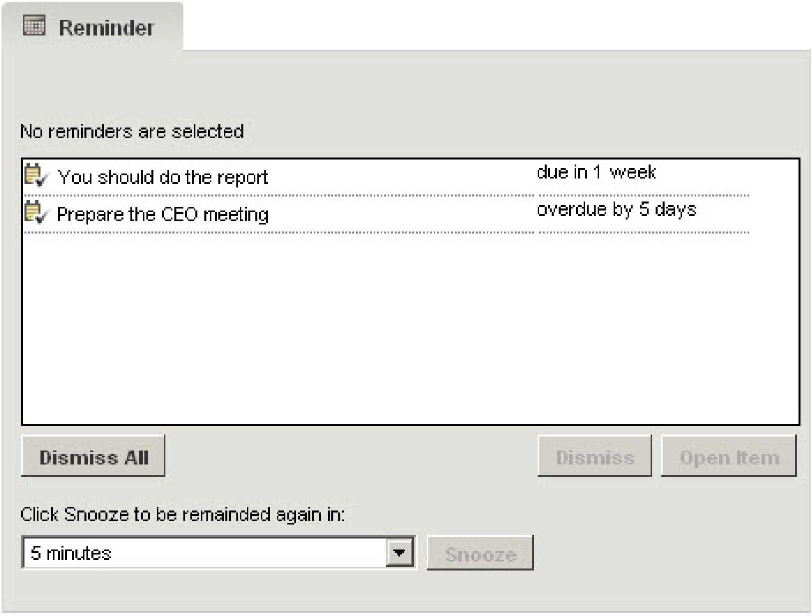


Reminder options

To be prompted before the start of a certain task, make sure that you check the "Reminder" box when creating / editing a task and set the desired time, before the start of the event, when the reminder pop-up will be shown.

If you have chosen to be reminded of a certain task, at a specified time, a pop-up will appear at the given time and date. If no action is taken, it will reappear each time the Standard WebMail interface is automatically refreshed. The time period depends on the refresh settings configured in the "Settings" -> "WebMail Data" page. Alternatively, you can have the reminder postponed using the available snooze options, by choosing a repeat interval in the corresponding drop-down menu and by hitting the "Snooze" button.

Warning: If the auto-refresh option is disabled, reminders will not function!

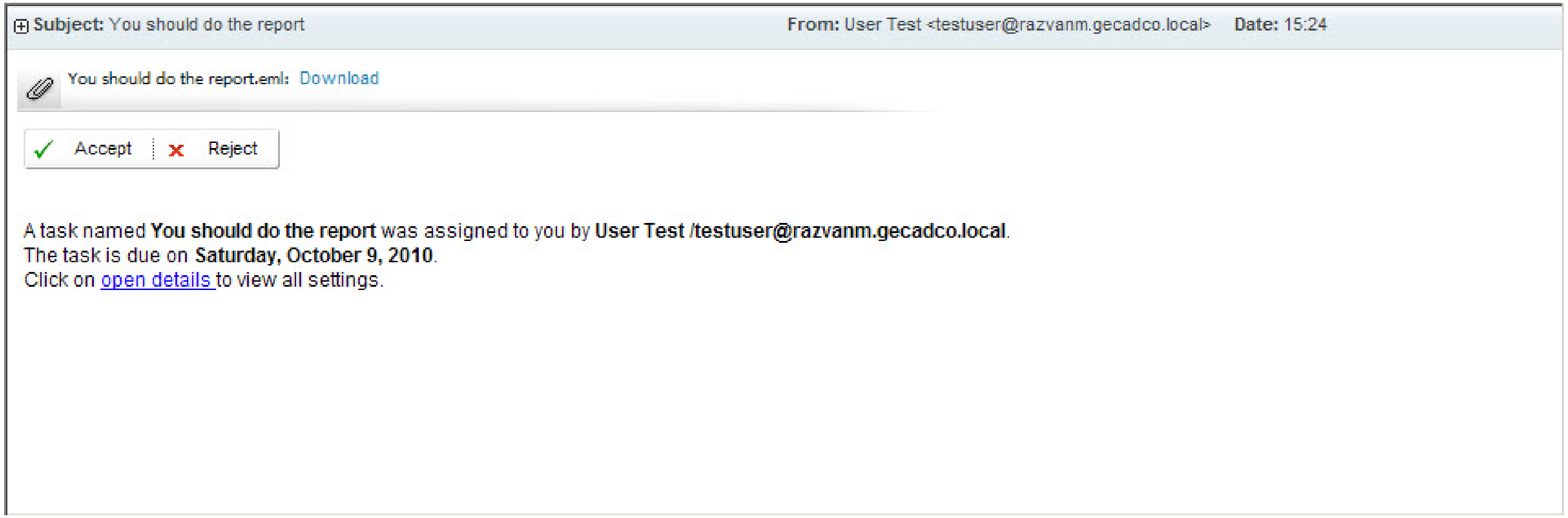


If you want to see the details of a task you are reminded of, press the "Open Item" button. To dismiss a certain task, click to select it, then press the "Dismiss" button. When a task is dismissed, it is also removed from the reminders window. Use the "Dismiss All" button to discard all pending tasks.

{{Warning|Further settings that determine the tasks behavior need to be set on the "Settings" -> "WebMail Data" page. Each user needs to set the correct "Time Zone" and the "Week start date", in order to have task deadlines and start times displayed correctly.

Answering to tasks assignments

If you have been assigned to a task by another user, you will receive an assignment email in your Inbox, prompting you to take action, as depicted below.

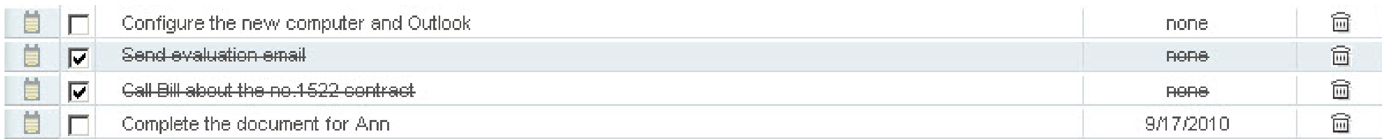


To view the details of the assigned task, users need to click on "open details". The available options are to accept or reject the task; the organizer will receive a confirmation email based on your choice.

Setting the task completion

To mark a task as completed, use the corresponding icon placed next to the "Assign task" button in the task editor window.

While you are in the tasks list view, you can use the delete icon appended to each task, as well as mark a task as completed by checking the box at the left of the "Subject" column.

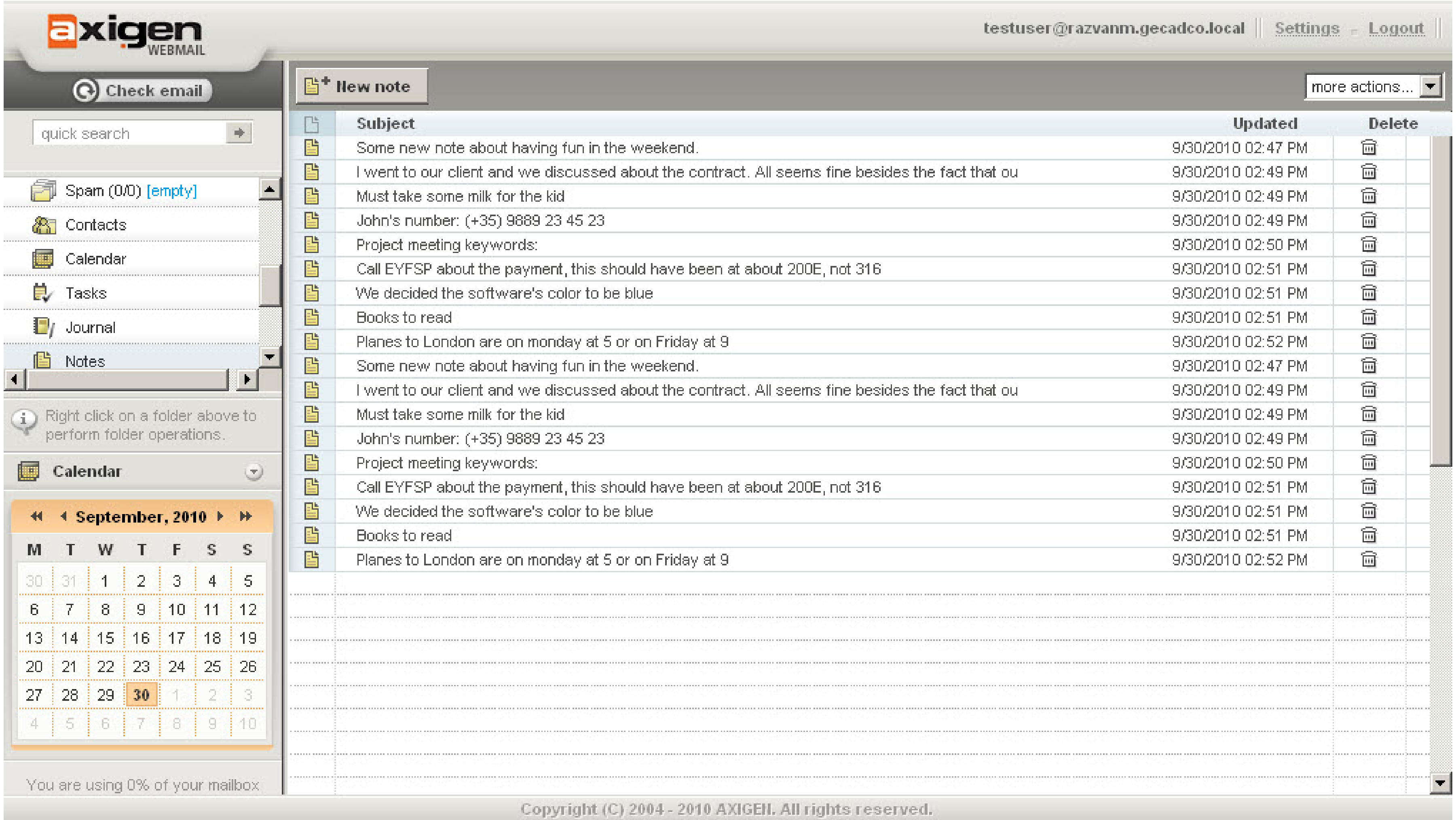


To keep track of the completion process, double-click on a task to open the edit window and type a percentage in the "% Complete" text field.

Working with Notes

The "Notes" tool allows you to add quick notes while working. Notes are best suited when one needs to write down something very quickly and has little time to add more

details. To access your notes, click the corresponding folder in the left hand side tree.



Manage existing notes

Notes can be edited by double-clicking on them and deleted by clicking their corresponding delete icon.

When viewing the content of a "Notes" folder, you can move, copy or delete one or several (previously selected) note(s), by using the corresponding options available in the "more actions..." drop-down menu.

Note: When trying to move or copy a note, the folder you choose as destination w ill have to be a notes folder type too. Otherw ise, you w ill be presented w ith an error, as show n below .

You can apply the move, copy or delete actions to several items at the same time, by selecting multiple notes, before you perform the desired action. To find out more regarding the selection of multiple items, please see Selecting items.

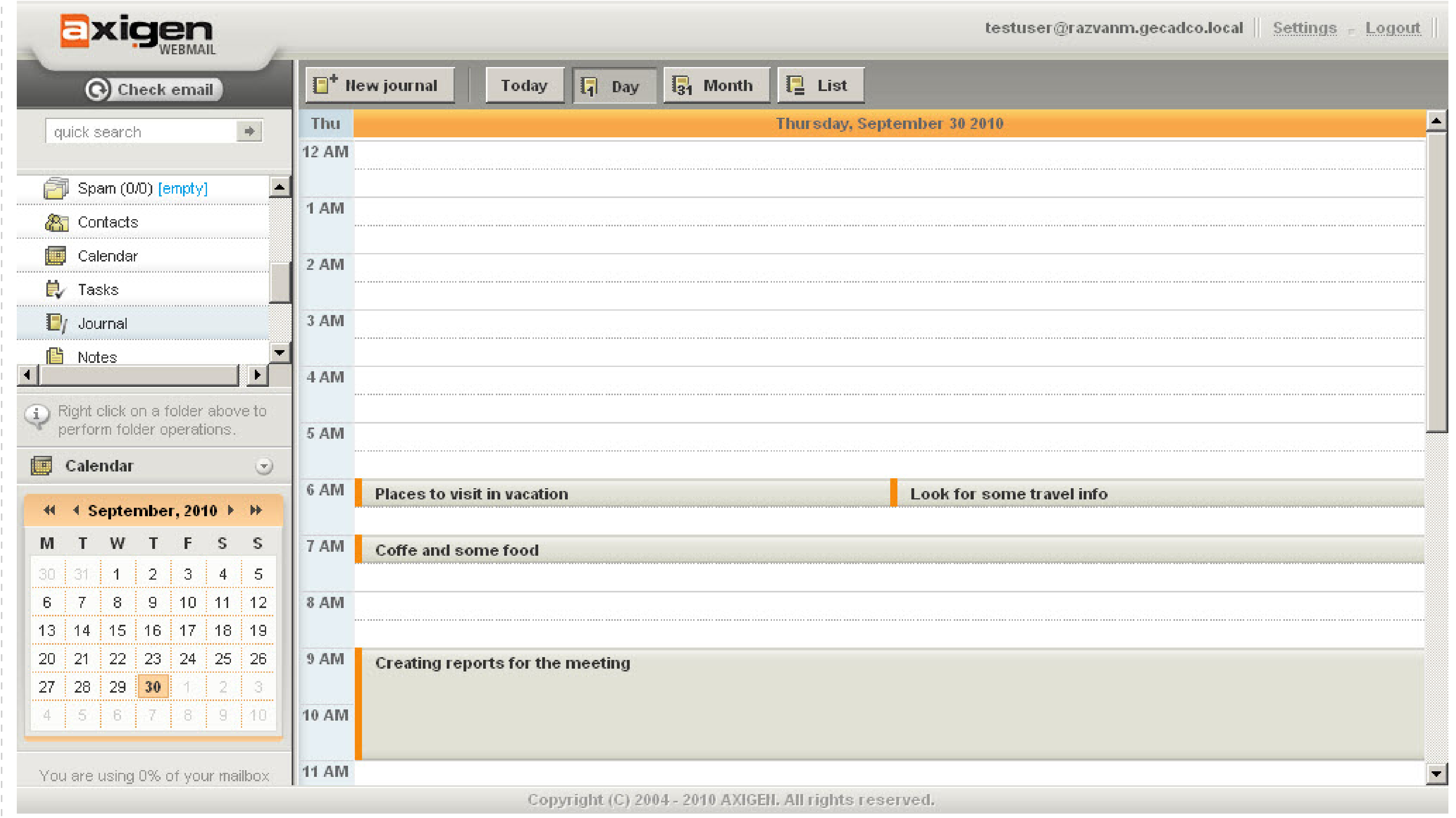
Creating a new note

When hitting the "New note" button, a small pop-up window is displayed.

Type the note in the given field and either close the pop-up window, using your browsers "x" button, or hit the "Close" button to have your note saved.

Working with the Journal

The journal allows you to add entries that help you keep track of your day-to-day tasks and actions. To access your Journal, click the corresponding folder in the left hand side tree.

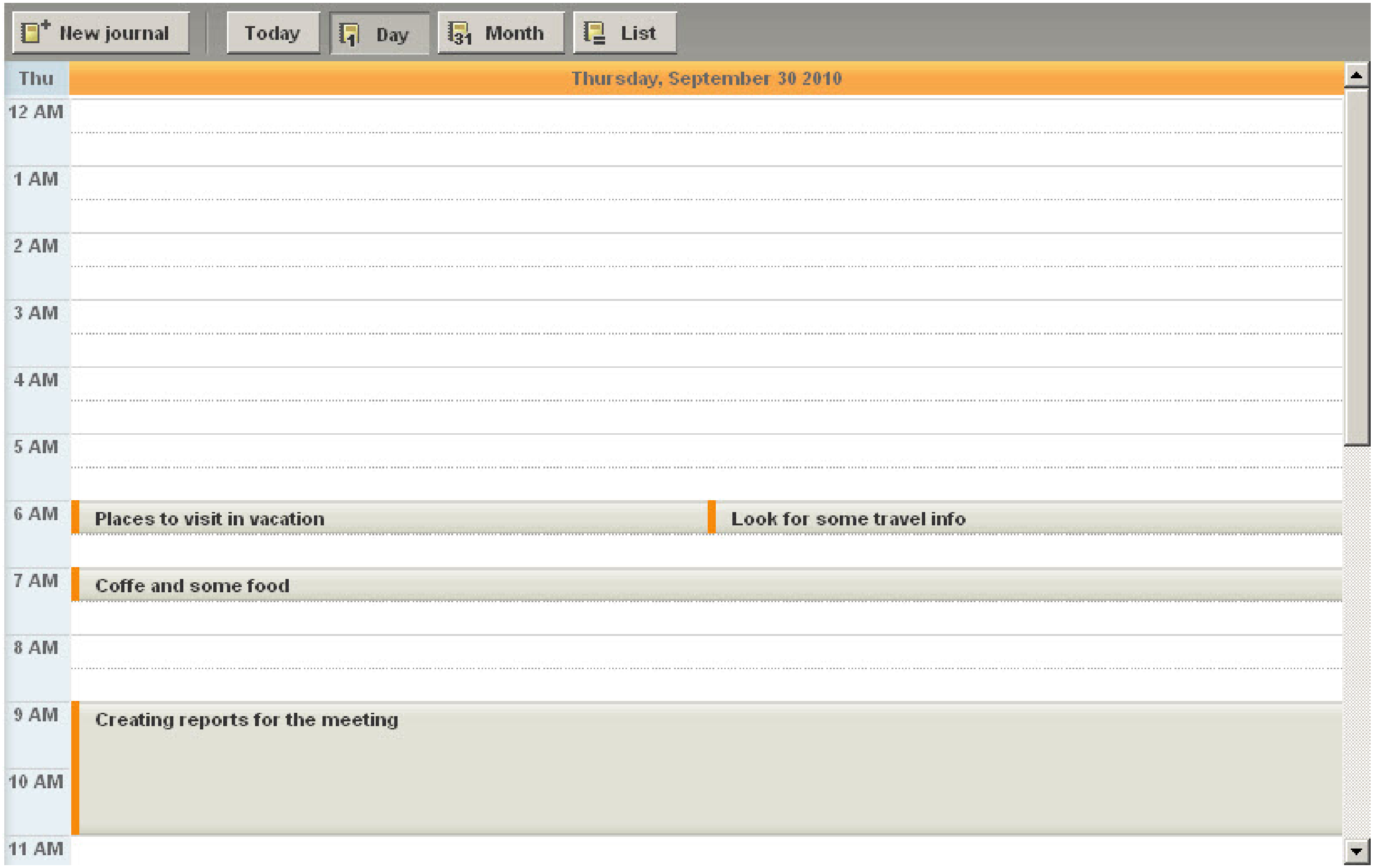


You can create additional journals by right-clicking in the folder tree pane, selecting "New Folder" and selecting the "Journal" entry for the "Folder type". For further reference on how to create new folders, consult the New folder section.

Journal views

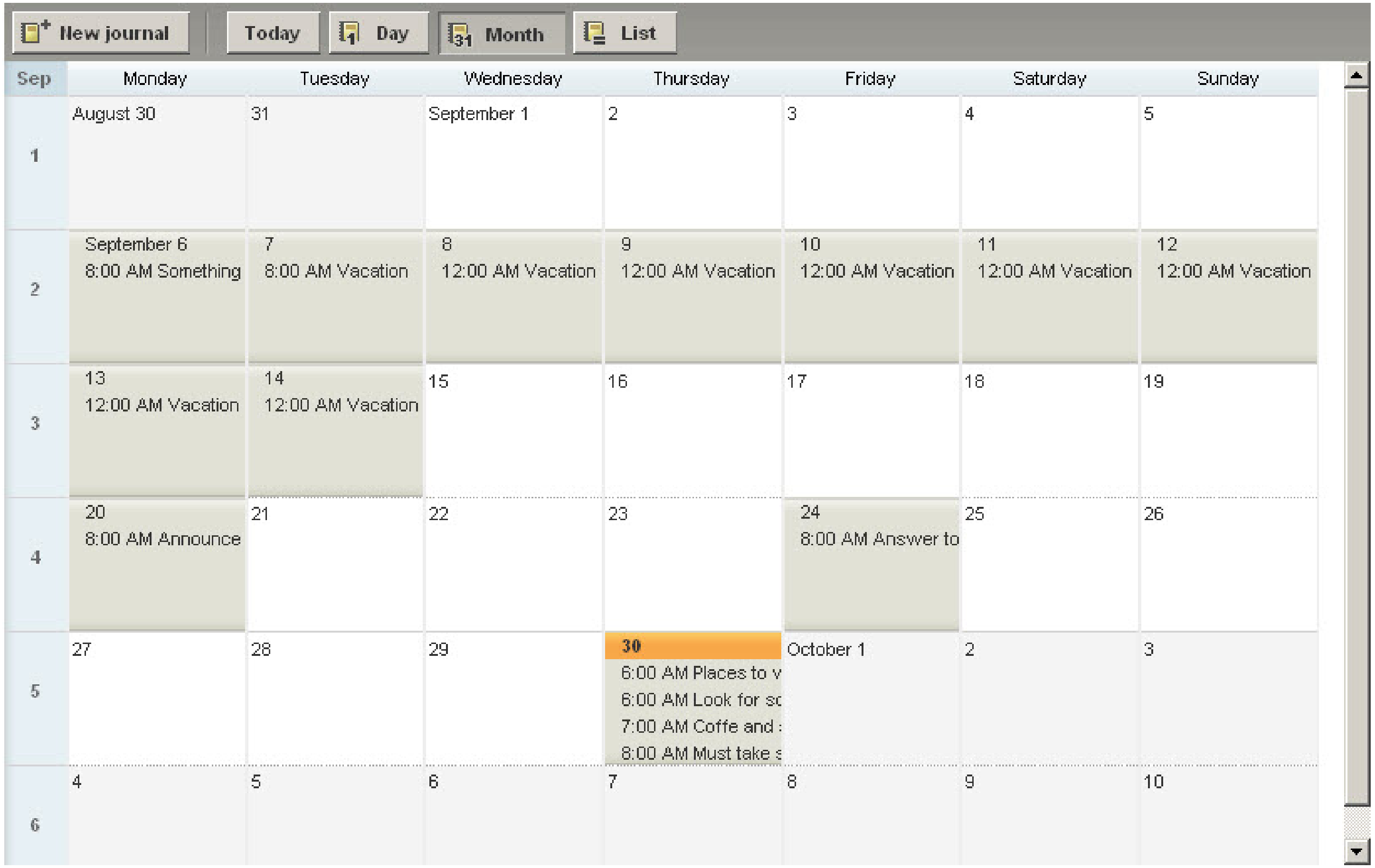
The upper button bar displayed when the journal is accessed gives access to the following display options:

- "Today" - focuses your current view (see below items) on the current day, while maintaining the already chosen view mode;
- "Day" view - displays the events for one day at a time;



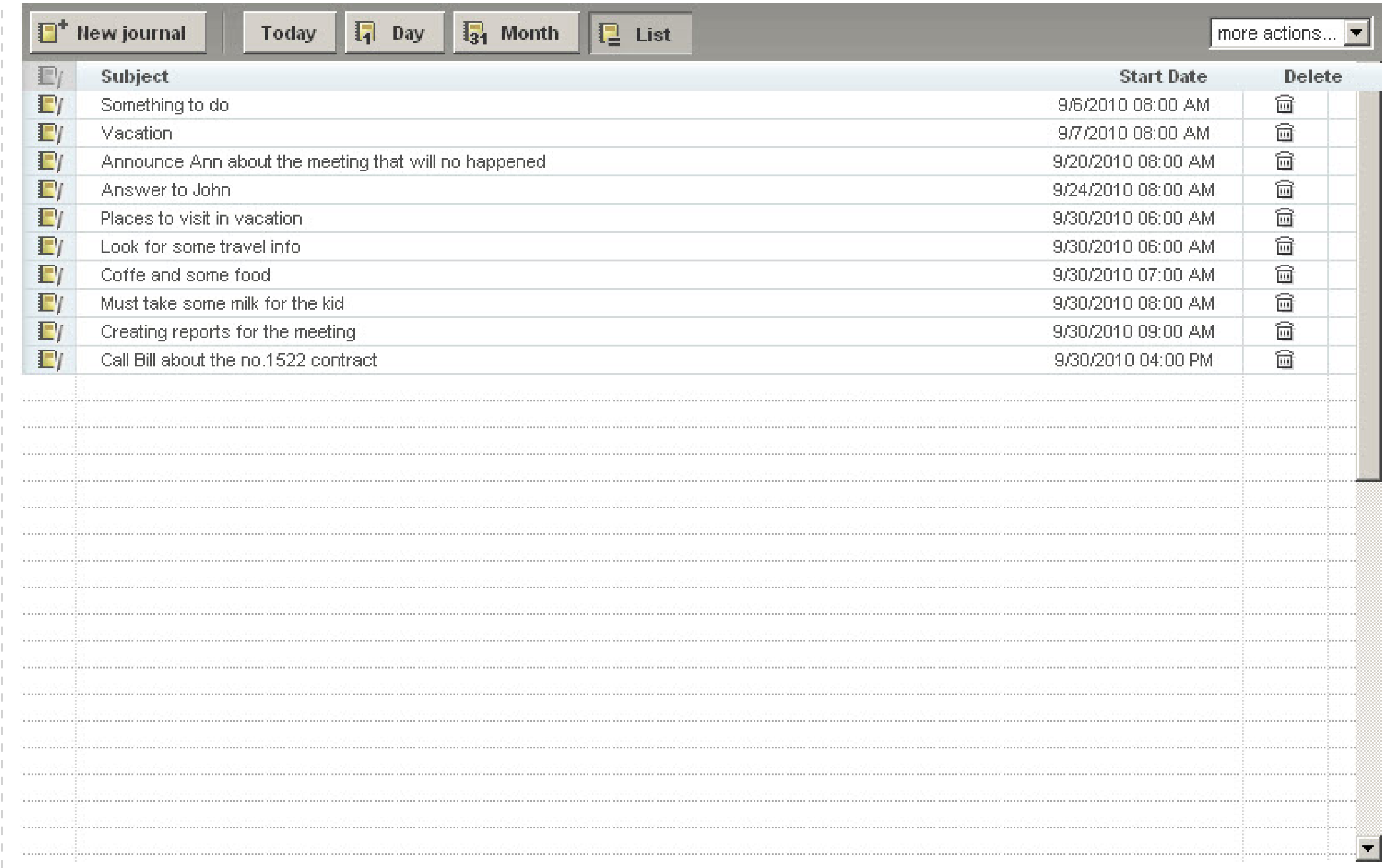
At the top of the day view, you will see the date for which the events are displayed. The events for that day are displayed below, divided on a per-hour basis. For each event, the "Subject" field is displayed in the list.

- "Month" view - displays the events for the whole month;



In the "month" view mode, the journal is divided into columns corresponding to each week day and rows corresponding to each week. The events are displayed in each box. For each "all day" event, only the "Subject" field is displayed and for events scheduled between specific hours, the "Start time" (hour) and "Subject" are displayed.

- "List" view - displays the existing list of events.



In the "list" view mode, the journal view is divided into columns corresponding to specific event details. The events are displayed on each row and for each event the "Subject" and "Start Date" are displayed. Use the trash-bin icon found in the "Delete" column to remove the related event from your journal.

Note: In all views, the event lists are sorted based on their start date / hour.

By default, these view modes are related to the current day, week, month. To browse your journal to other days, months, years, use the mini-calendar displayed in the lower left corner of the interface. To jump to next or previous months, use the "arrow" buttons at the top of the mini-calendar. To jump to the next or previous year, use the "double-arrow" buttons.

Warning: Further settings that determine the journal behavior need to be set on the "Settings" -> "WebMail Data" page. Each user needs to set the correct "Time Zone" and the "Week start date", in order to have start and end times displayed correctly in their journal.

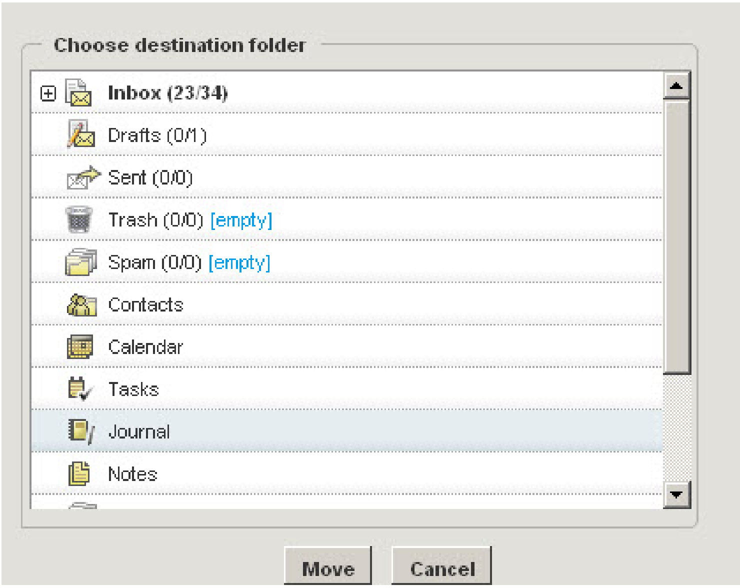
Managing existing journal entries

Existing journal entries can be edited at any given time. To do so, select the desired entry by double-clicking on it. After making the needed alterations, hit the "Save & Close"

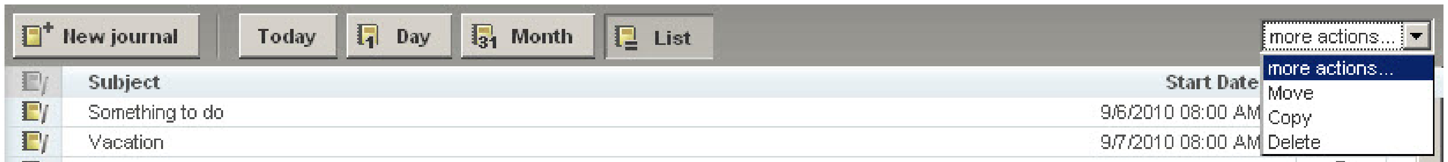
button. Should you like to delete the entry, press the "Delete" icon added to the editing window.

When using the "List" view, journal entries can be edited by double-clicking on them, and deleted by clicking their corresponding delete icon.

To move an entry to another time period, double-click on it and change the "Start Time" and / or "Duration". This will move the event entry to the new time period.



When viewing the content of a journal folder in "list" mode, you can move, copy or delete one or several (previously selected) entries, by using the corresponding options available in the "more actions..." drop-down menu.



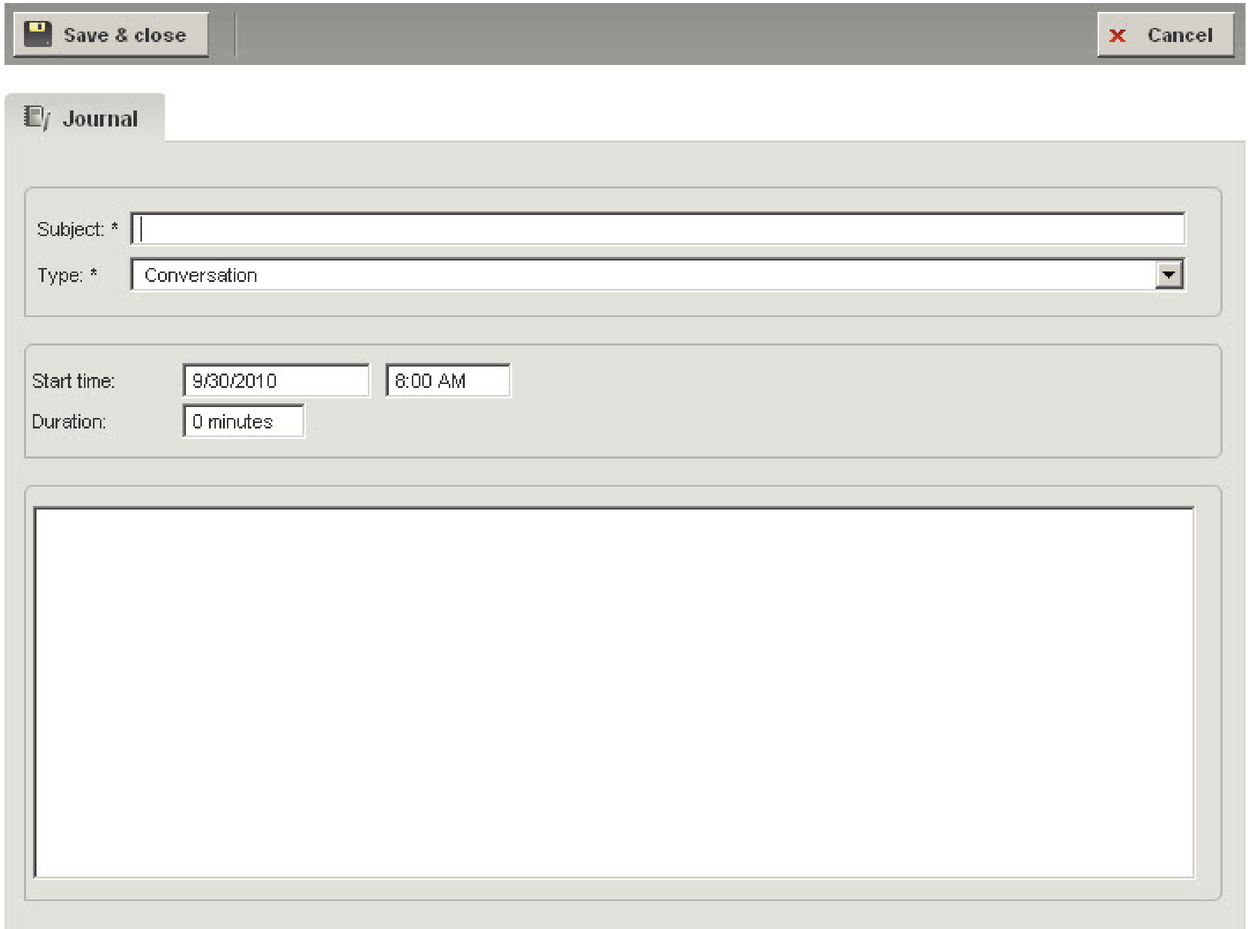
Note: When trying to move or copy a journal entry, the folder you choose as destination w ill have to be a journal folder type too. Otherw ise, you w ill be presented w ith an error, as you can see in the image below .

You can apply the move, copy or delete actions to several items at the same time, by selecting multiple events, before you perform the desired action. To find out more regarding the selection of multiple items, please see Selecting items.

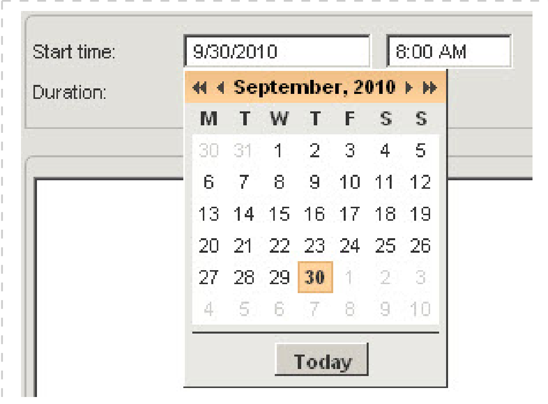
Creating a new journal entry

When hitting the "New journal" button, the options relative to the new entry are displayed in a pop-up window.

To add a new entry, you have to fill in the two required fields: "Subject", referring to the entry description, and the "Type" drop-down menu. There are several available types of entries, such as "Phone call", "E-mail Message", "Task", "Conversation", etc:



Click the "Start time" selection boxes to set a starting date and time for your journal entry. In the displayed calendar, use the left and right arrows to change months of the current year and the double right and left arrows to change the year.

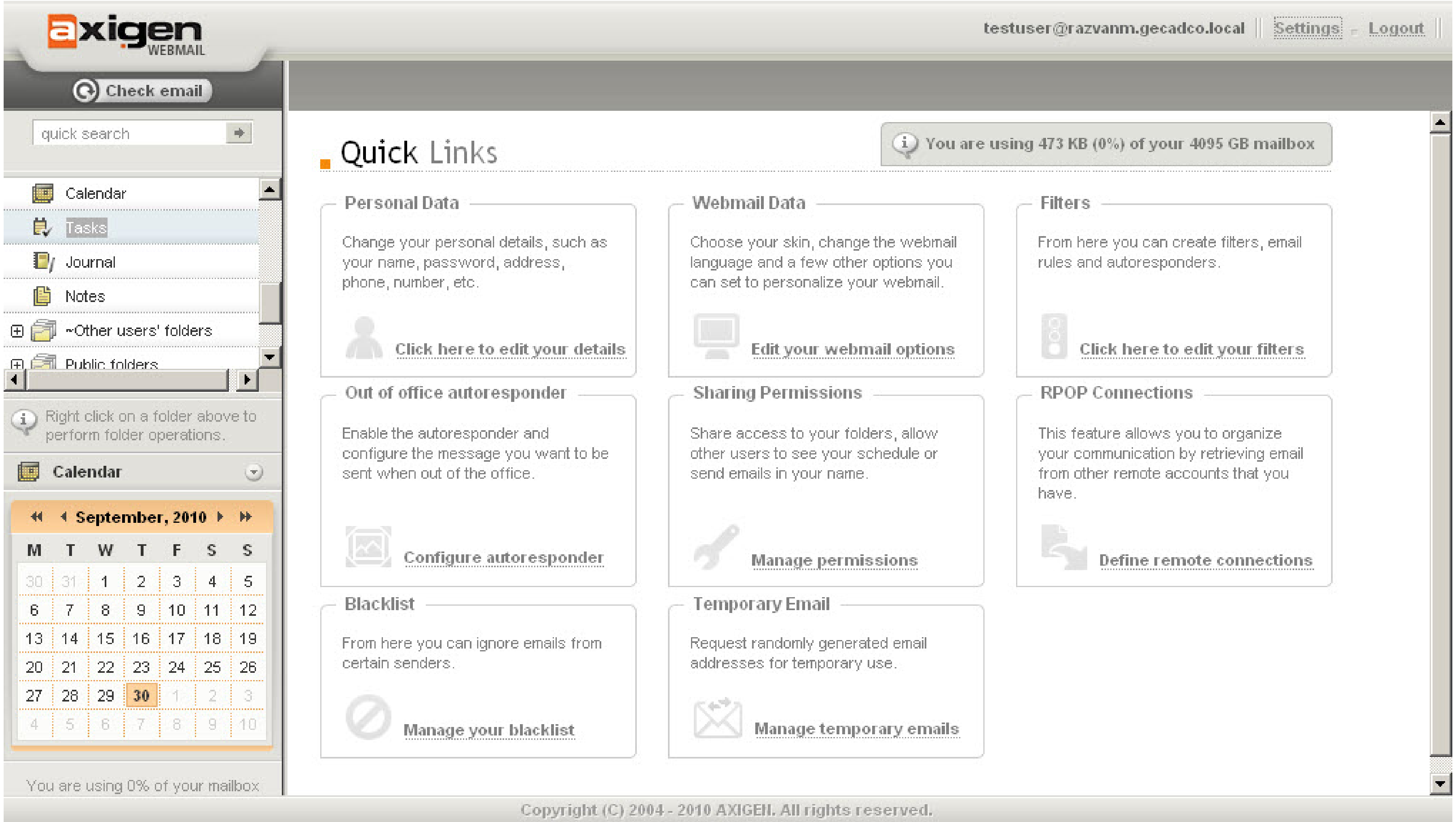


Click the "Duration" selection box to specify a time frame for your journal entry. You can then edit the actual journal note in the available text field. When you are done editing the entry, hit the "Save & Close" button. If you want to discard the journal entry, press the "Cancel" button.

Configuring Account Settings in the Standard WebMail

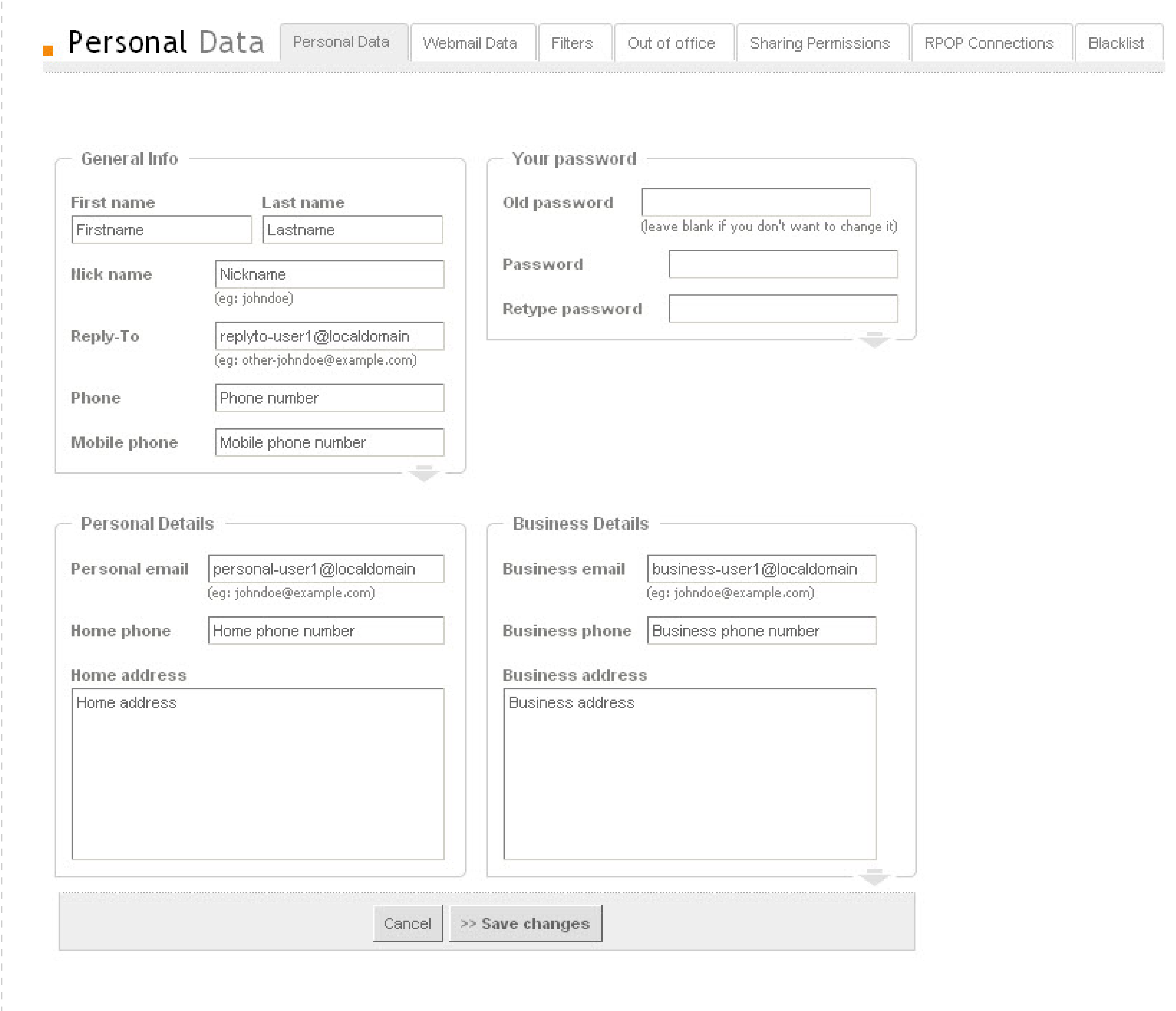
To access the Standard WebMail account parameters, click "Settings" (at the right upper corner of the interface, next to the Logout link). In this section, users are given access to the following configuration tabs:

- "Personal Data" - contains options relative to the user's personal details;
- "WebMail Data" - gives access to settings managing the WebMail behavior;
- "Filters" - gives access to filters configuration;
- "Out of office autoresponder" - allows the customization of the out of office (vacation) auto-responder;
- "Sharing Permissions" - allows you to grand access to your folders, allow other users to see your schedule or send emails on your behalf;
- "RPOP Connections" - enables you to organize user's communication by retrieving email from other remote accounts;
- "Blacklist" - allows you to define email addresses you do not wish to receive messages from;
- "Temporary email" - allows you request one or more temporary email addresses (aliases).



Configuring Personal Data

While on the "Personal Data" page, users can define personal details such as their first and last name, change their account password or fill in business details.

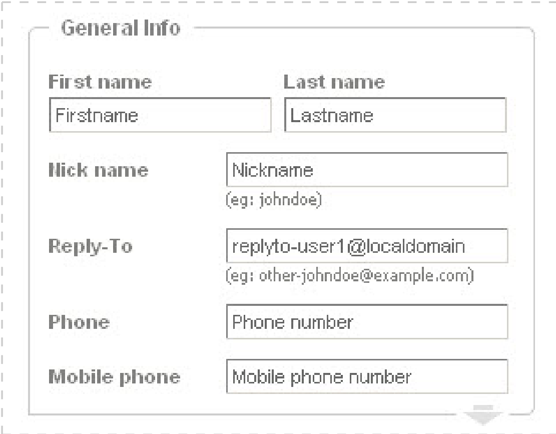


General Info

To set your first and last name, use the two corresponding text fields, "First name" and "Last name". To choose a nickname, use the "Nickname" field.

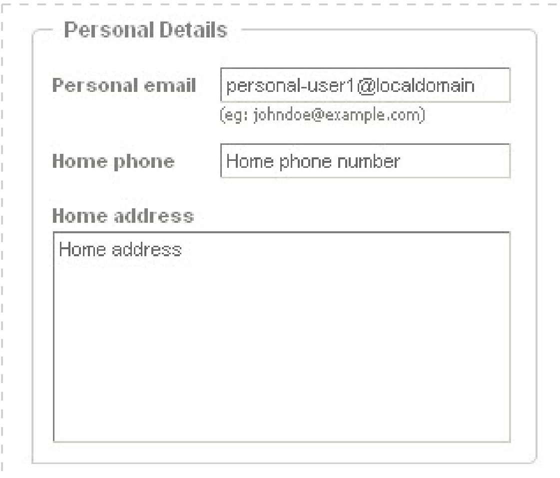
Define valid "Reply-To" email address for all the messages you send (including replies and forwards) so that, when you get replies to your emails, the address set here appears in the "To" field, replacing the one in the "From" header. When composing an email, this address can be overridden or missing if it was not defined.

Add your phone numbers in the "Phone" and "Mobile Phone" fields.



Personal Details

You can specify a personal email, for non-professional purposes, in the "Personal email" field and add a home phone and address data in the "Home address" and "Home phone" fields.

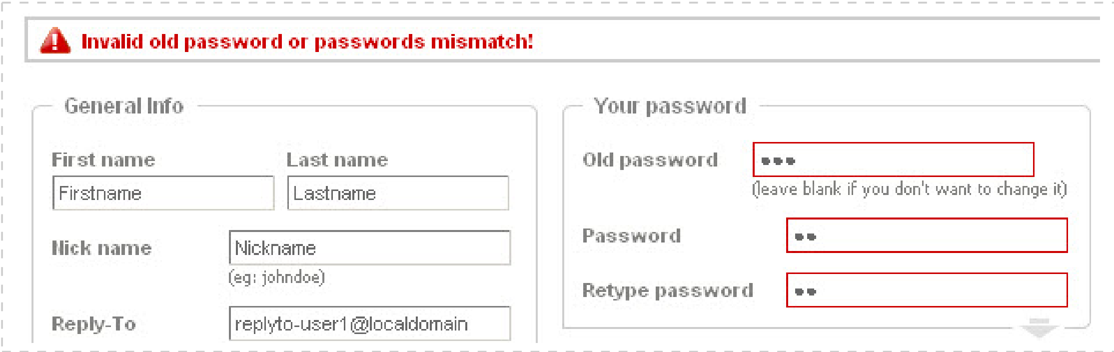


NOTE: For the phone details, please use only alphanumeric characters or the settings will not be saved. If you will use characters that are not allowed, the settings will not be saved.

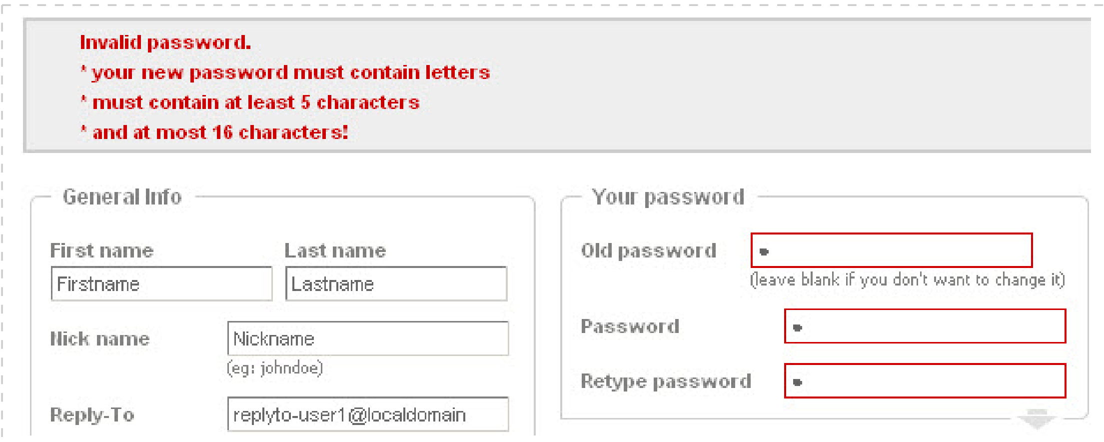
Your Password

The password previously defined by the administrator when creating the account can be changed from the "Personal Data" page. To do so, first type the current password in the "Old password" field, then type a new one using the "Password" field and finally confirm the new selected password in the "Retype password" field.

If you enter an incorrect password in the "Old password" field, you will be presented with an error, as the one below.



Also, based on the restrictions imposed by your administrator, you might encounter errors regarding the password change policies, as the one in the below screenshot.



To find out the exact password content requirements for your account, contact your domain administrator.

Business Details

Use the "Business email", "Business phone", "Business address" and fields to specify your office contact details.

{note|For the phone details, please use only alphanumeric characters, or the settings will not be saved.}

After modifying any of these parameters, remember to press the "Save changes" button to save these changes. Use the "Cancel" button to undo the changes you have just

made instead of saving them.

Changing WebMail Data Settings

When accessing the "WebMail Data" page, users have access to settings used to configure the behavior of the WebMail interface.

Webmail Data

Personal Data | Webmail Data | Filters | Out of office | Sharing Permissions | RPOP Connections | Blacklist | Temporary Email

Appearance

Skin name[1]: classic

Language[1]: English

* languages only available in the Standard WebMail interface.

Messages per page (10-500): 50

HTML Body Filtering Level

Low level filtering (convert message to XHTML sta

In order to prevent malicious senders from gaining access to user information or to the user's machine, email messages' content is filtered before being displayed in the browser:

No filtering
Malformed HTML content is corrected

Low level
Executable HTML content such as JavaScript, ActiveX, Flash or Java Applets is removed and malformed HTML content is corrected. External images are not automatically downloaded

Medium level
Only text with style formatting and images is preserved. External images are not automatically downloaded

High Level
Only text with basic formatting (RTF style) is preserved

Week start day: Monday

Time zone: GMT

Preferences

Confirm empty folder	Yes
Confirm delete mail	Yes
Delete to trash	Yes
Save to sent	Yes
Use Public Contacts	Yes
Use Domain Contacts	Yes
Auto-refresh interval (0-1440min)	3
Display new email notification	Yes
Request read receipt	No
Send read receipts	Ask

Signature

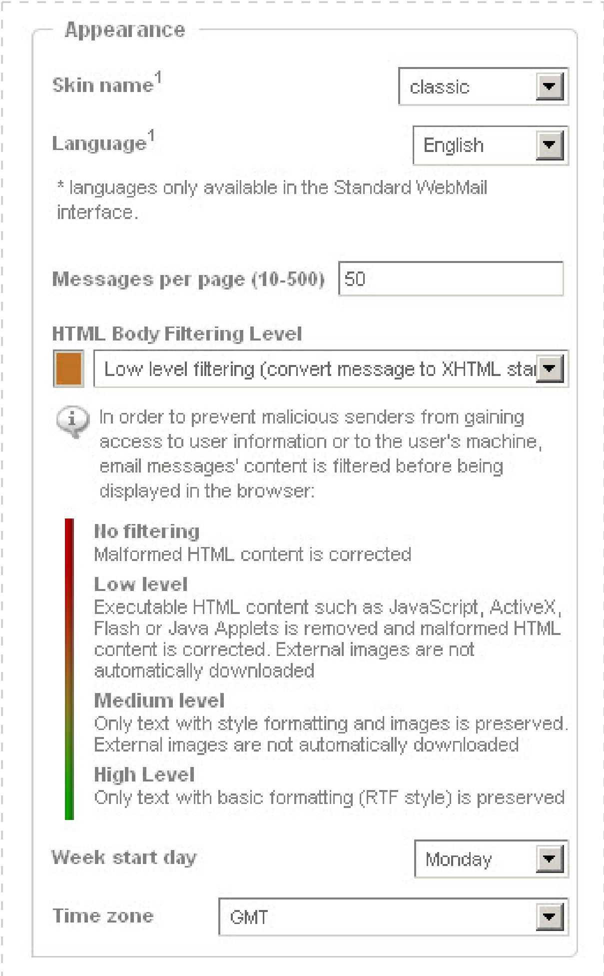
HTML | Arial | 10

Appearance

Use the "Skin name" drop-down box to select the skin of your WebMail account. At this time three options are available: "Classic", "Coolwater" and "Webreflection".

The "Language" drop down menu allows you to select the language of the WebMail account. The Axigen Standard WebMail interface is localized in over 20 languages - growing with each new version.

The "Messages per page" text box allows the user to specify the number of messages displayed in the message list.



The "HTML Body Filtering level" specifies which HTML filtering level will be used when displaying HTML format messages. The HTML filtering levels stand for the following:

- "No Filtering" - malformed HTML content is corrected;
- "Low level filtering" - executable HTML content such as JavaScript, ActiveX, Flash or Java Applets is removed and malformed HTML content is corrected; external images are not automatically downloaded;
- "Medium level filtering" - only text with style formatting and images is preserved; external images are not automatically downloaded;
- "High level filtering" - only text with basic formatting (RTF style) is preserved; this means that only plain text components remain in the message; this forth level is the strictest and may actually damage some formatting, but it is also the safest.

Use the "Week start day" drop-down menu to select a day to be displayed first in the week for your calendar. To specify your "Time Zone", use the corresponding drop-down menu.

The date field is automatically adjusted according to the defined local time zone when displaying a message (in both the message list window and the open message pop-up).

Preferences

Choose to be asked for confirmation before emptying a folder using the "Confirm empty folder" dropdown box.

Choose to ask for a confirmation when an email message is deleted using the "Confirm delete mail" dropdown box.

Use the "Delete to Trash" drop-down box to specify if deleted message should be saved to the "Trash" folder ("Yes") or permanently deleted.

To have a copy of sent messages saved in the "Sent" folder, choose the value "Yes" for the "Save to sent" parameter.

Choose whether or not to have the "Domain contacts" and "Public contacts" folders available for your use by selecting "Yes" or "No" for the corresponding options.

Set the refresh interval for your WebMail interface by typing the desired value in the "Auto-refresh interval" text field. Please note that if you set this value to 0 it means that the option is disabled. The auto-refresh option permits the user to configure the behavior regarding the interval when the WebMail interface will be automatically populated with newly delivered messages.

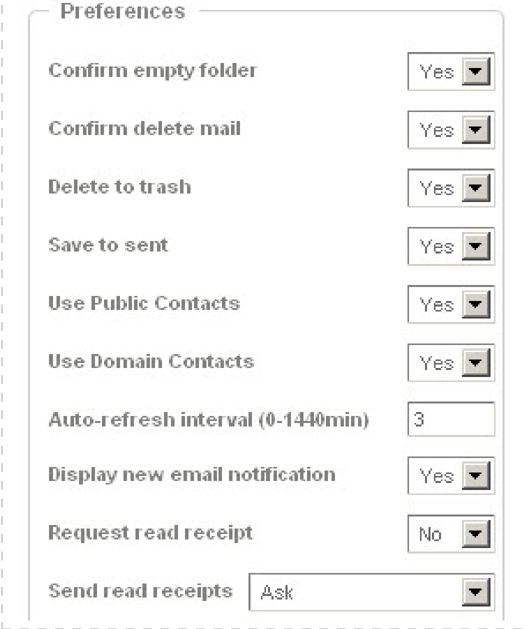
Use the "Display new email notification" drop-down box to choose if you wish to be notified when a new email arrives. When a new message will be delivered to your mailbox, if you have the browser minimized, the task-bar will flash or, if the browser is not minimized, a pop-up will appear.

To set the default behavior regarding the request of read receipts, set the value for the "Request read receipt" option to "Yes".

You can set the behavior of the user interface for incoming messages that have a read receipt request included (set by the original sender), via the "Send read receipt" parameter. This setting has the following options:

- "Always send a receipt";
- "Never send a receipt";
- "Ask" - a pop-up will be displayed, allowing you to manually choose if you wish to send or not a read confirmation.

Note: The notification pop-up w ill not be displayed if your WebMail session expires or if the WebMail brow ser tab is closed.

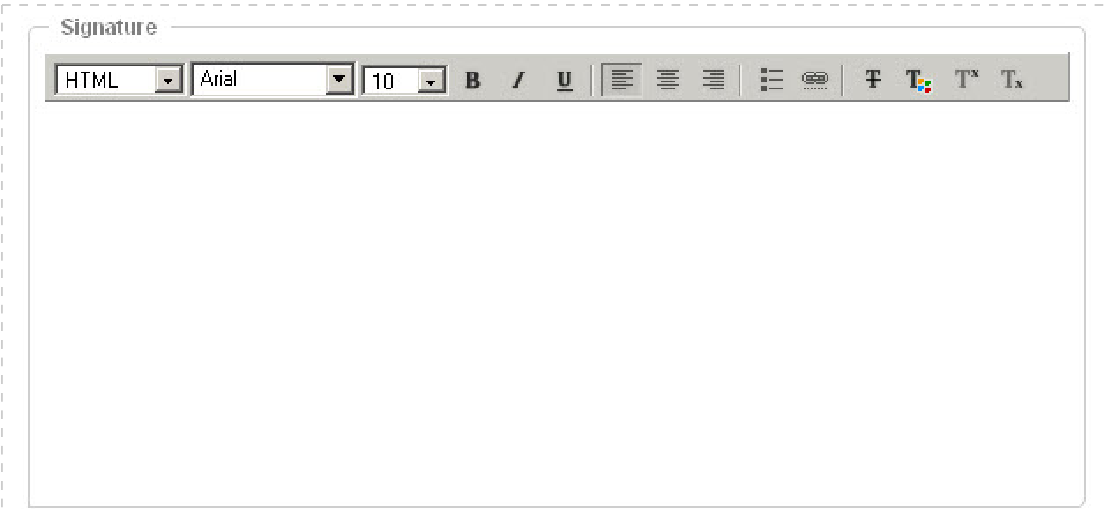


After changing any of the settings above, remember to press the "Save changes" button to save the new values.

Signature

To configure a signature that will be appended to all your outgoing emails, use the "Signature" section. The signature can be defined with either HTML content or plain text formatting.

When composing an HTML-formatted signature, you can use rich text (bold, italic, underline / strike-through, different font faces and sizes, colors, subscript, superscript, links, bullets etc.). Set these options by clicking on the related icons, shown in the below screenshot.

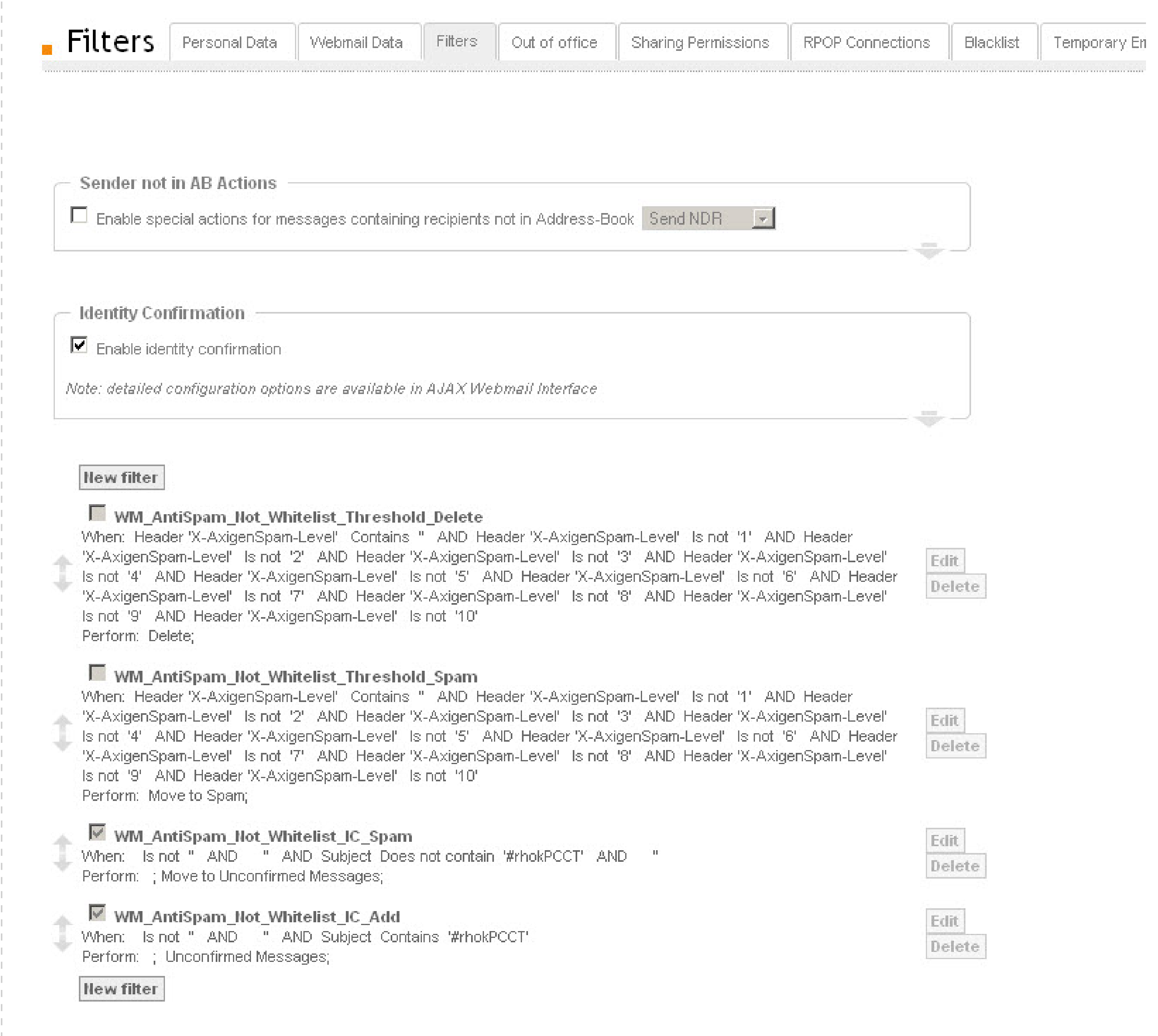


Note: The above options will not be available if you select plain text formatting for the composed message.

Working with Email Filters

The filter wizard accessible from the "Filters" page allows users to easily create a filtering system to manage their email flow. Moreover, automatic replies can be set for all or some of the received email messages.

When first accessing the "Filters" page, a list of the already defined filters is displayed. If no filter has been previously set, the list will be blank.



The "Sender not in AB Actions" allows you to apply certain actions to messages containing recipients that are not in the address book. To enable this option just check the box in front of it and choose either of the "Send NDR", "Move to Trash" or "Discard" options from the drop-down list.

Users can enable or disable "Identity Confirmation" filtering by checking the related box. Detailed configuration options for "Identity Confirmation" are only available in the Ajax WebMail interface.

As part of the "Identity Confirmation" filtering and the user level spam score filtering, a set of default filters will appear in the filter list, when the corresponding options are

enabled. These are shown in the below screenshot.

These filters cannot be deleted or edited. The settings for them should be only modified via the corresponding options from the Ajax WebMail interface.

Managing existing filters

To delete a filter, use the "Delete" button on the right of the respective filter. To edit an existing filter, press its corresponding "Edit" button.

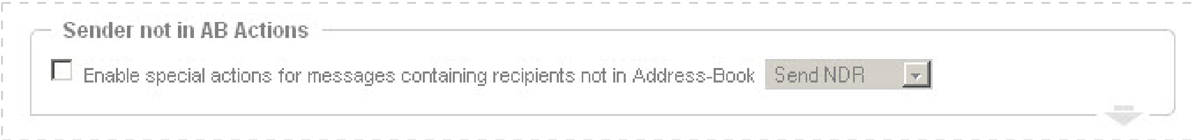
To disable a filter without deleting it, un-check the box found at left of the filter name in the filter list or the box next to the "Enabled" entry, in the filter edit window.

Filters can be prioritized via the up / down arrows found in the left side of each filter entry from the filters list. The top-first filter has the highest priority. Once a message matches a rule, it will not be filtered using the other, lower priority, filters.

Sender not in AB Actions

The "Sender not in AB Actions" allows you to apply certain actions to messages containing recipients that are not in the address book. The available actions are:

- "Send NDR" - the email is discarded and a non-delivery report, detailing the refusal of the original email, will be returned to the sender;
- "Move to Trash" - the received message will be delivered to the "Trash" folder;
- "Discard" - the message will be completely removed (not present in any folder of your mailbox); the sender will not be notified regarding this action.



Identity Confirmation

Axigen's Identity Confirmation © service is basically a challenge / response anti-spam system designed to protect your Inbox from automated, unsolicited emails (SPAM).

Enable or disable "Identity Confirmation" filtering by checking the related box in the "Settings" -> "Filters" tab.

Identity Confirmation ensures that you only have valid messages in your Inbox, messages that have been "confirmed" to be from REAL and legitimate senders.

The algorithm to achieve this is very simple:

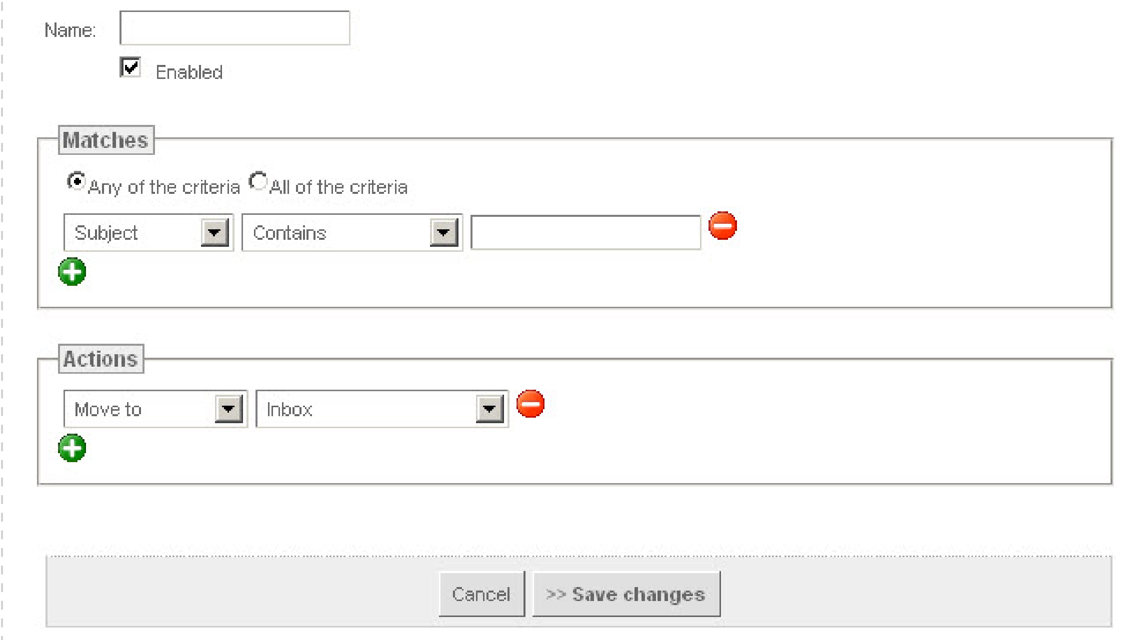
1. A new person sends you an email message;
2. When the email arrives:
   - it is considered unconfirmed and consequently placed in the "Unconfirmed Messages" folder, rather than your Inbox;
   - an instant reply message (confirmation request), containing an "identification key", is automatically generated towards the sender in question;
   - the sender only needs to reply to the confirmation request, while leaving the subject intact, as it contains the "identification key".
3. when this reply email from the sender arrives, his / her original email message is automatically moved from the "Unconfirmed messages" folder to your Inbox, and the response message is deleted.

Before you start using "Identity Confirmation", you might want to consider white-listing the email addresses from which you usually receive automated emails, (e.g. newsletters or email-enabled Internet groups), so that they are skipped by this anti-spam system. When "Identity Confirmation" is already enabled, you might also want to open the "Unconfirmed Messages" folder from time to time, just to check if you need to white-list any addresses that you may have missed before.

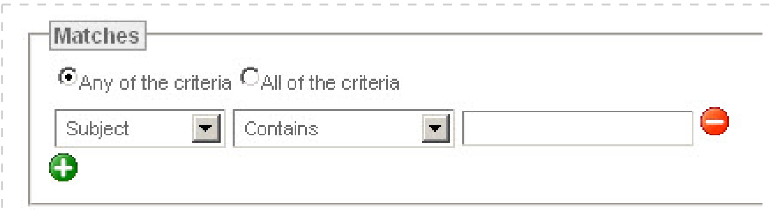
For more information on Identity Confirmation, please visit our dedicated site section.

Creating a new filter

Whether creating a new filter or editing an existing one, the options displayed are the same.

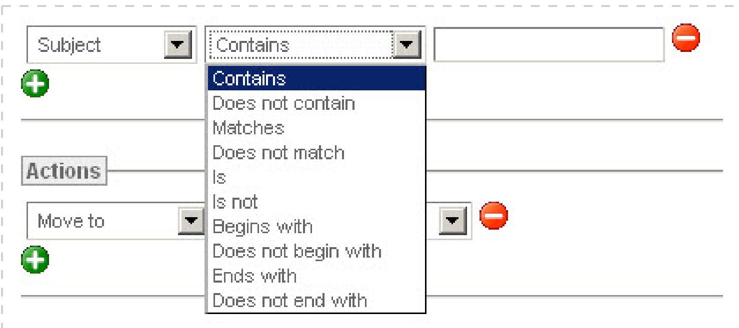


Use the "Name" text field to specify a name for the currently defined filter. You can further select, using the corresponding check-boxes, if the messages you want to filter should match all or any of the defined criteria.

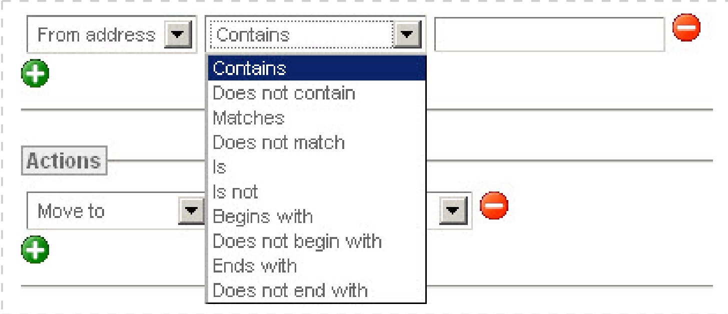


Next, use the drop-down menu to select what conditions the messages has to meet for the filter to apply. The available options are:

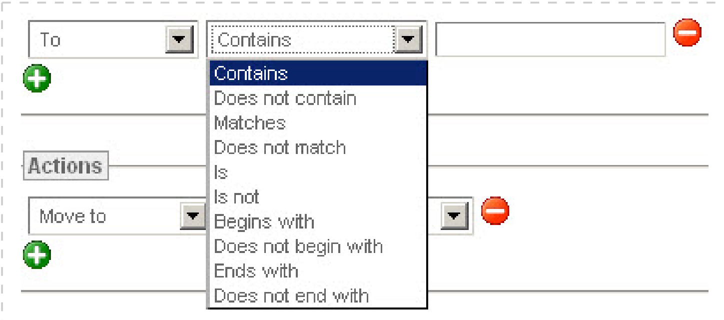
1. "Subject" - the email's "Subject" field;



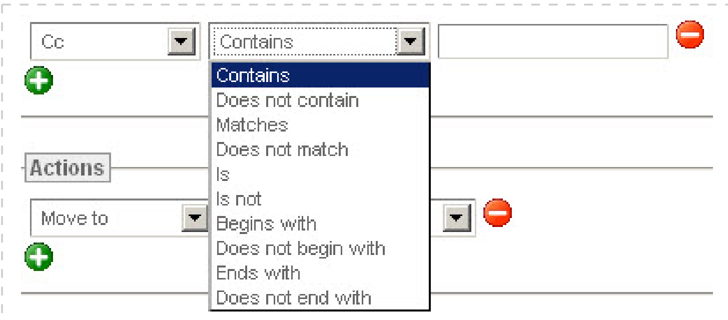
2. "From" - the sender's email address;



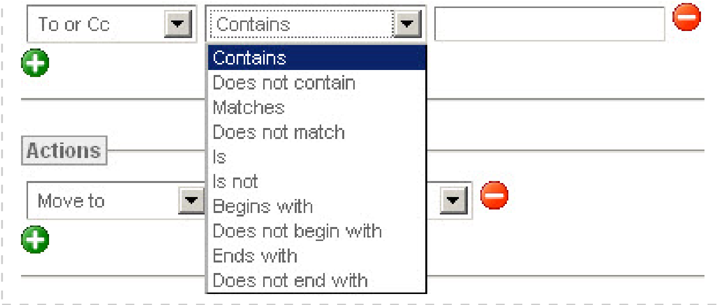
3. "To" - the recipients' addresses;



4. "Cc" - the addresses found in the "Cc" header;

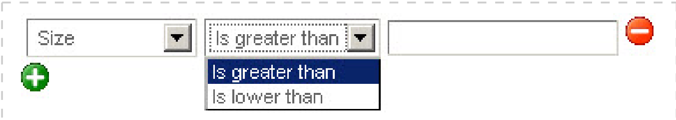


5. "To" or "Cc" - matches addresses found both in the "To" and "Cc" headers;

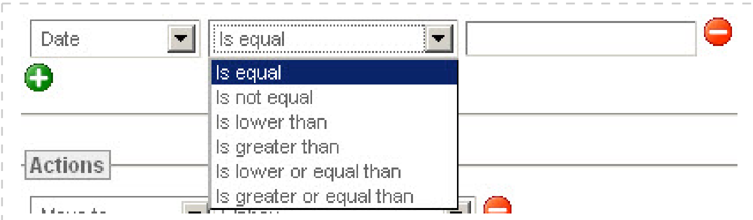


6. "Body" - the email content;

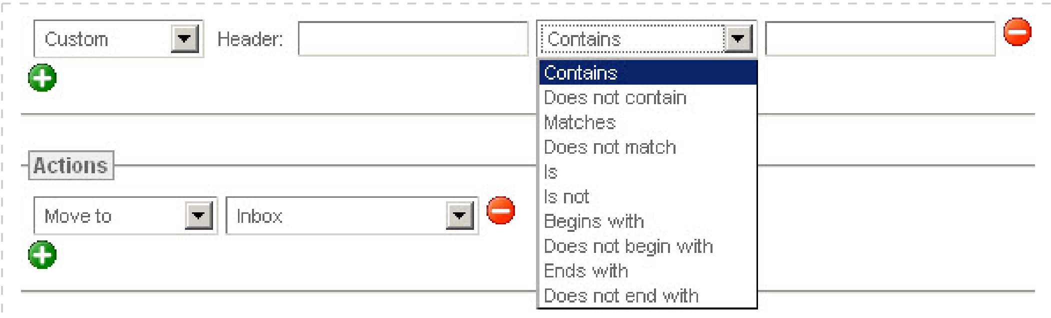
7. "Size" - the email message size;



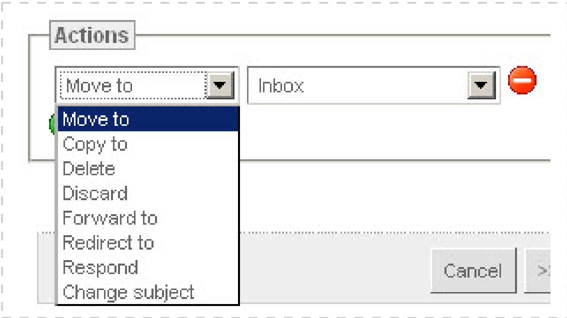
8. "Date" - the received date of the email message;



9. "Custom" - match other custom defined headers; for the Custom option you can enter the desired header name and choose the compare option and content.



Finally, use the "Actions" area to define the actions to be taken (i.e. moving, copying, deleting, or redirecting it to a certain email address etc.) for email messages that match the specified criteria.

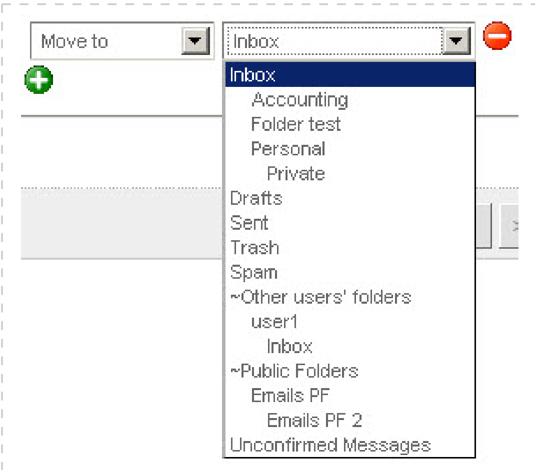


Check the green "+" icon in the "Actions" area to add a new action;

Click the red "forbidden" icon at the right of an already existing action to remove it.

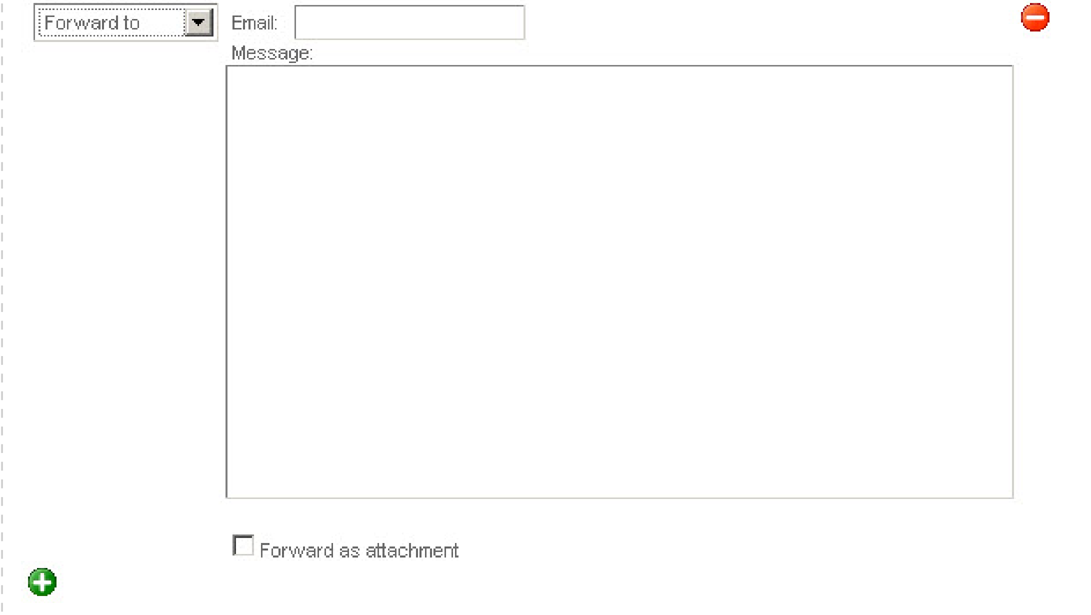
The available actions are:

1. "Move to" / "Copy to" - display an additional drop-down box, which allows you to choose the destination folder for messages that match the conditions of the filter;



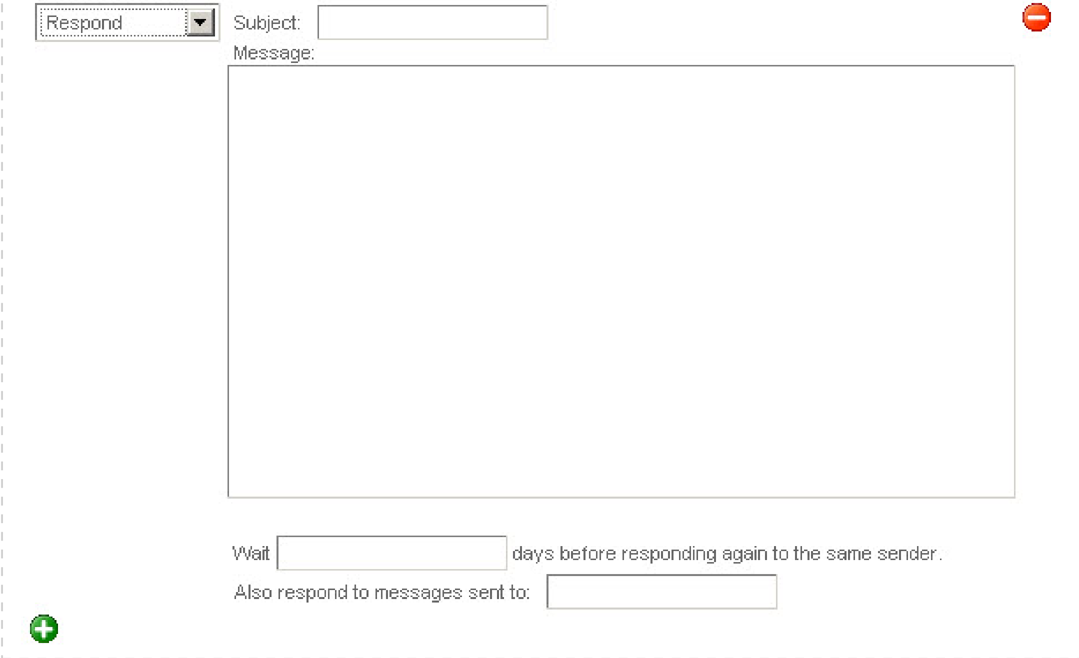
Note: Only "Email" Folder types will be available in the folder list.

2. "Delete" - the messages that match the filter conditions will be delivered to the "Trash" folder;
3. "Discard" - the messages that match the filter conditions will be rejected; no refusal (NDR) message will be returned to the sender;
4. "Forward to" - allows you to set the destination address for the forwarded message and the email content that will be added to the original message, as well as to and choose if the original message will be forwarded in-line or as an attachment; to do this, check the box related to the "Forward as attachment" option;



5. "Redirect to" - allows you to choose the destination email address where the message will be relayed, as well as to keep a local copy of the original email, by checking the related box.

6. "Respond" - an automatic reply will be sent to the email messages matching the defined filter; use the "Subject" and "Message" fields to define the subject and body of the email response to be sent. You can also set the "Days between subsequent responses" option and the "Also respond to messages sent to" options (this setting will use the same responder for other recipient addresses you may have) by editing their corresponding fields; an example of these settings is presented in the next screenshot.



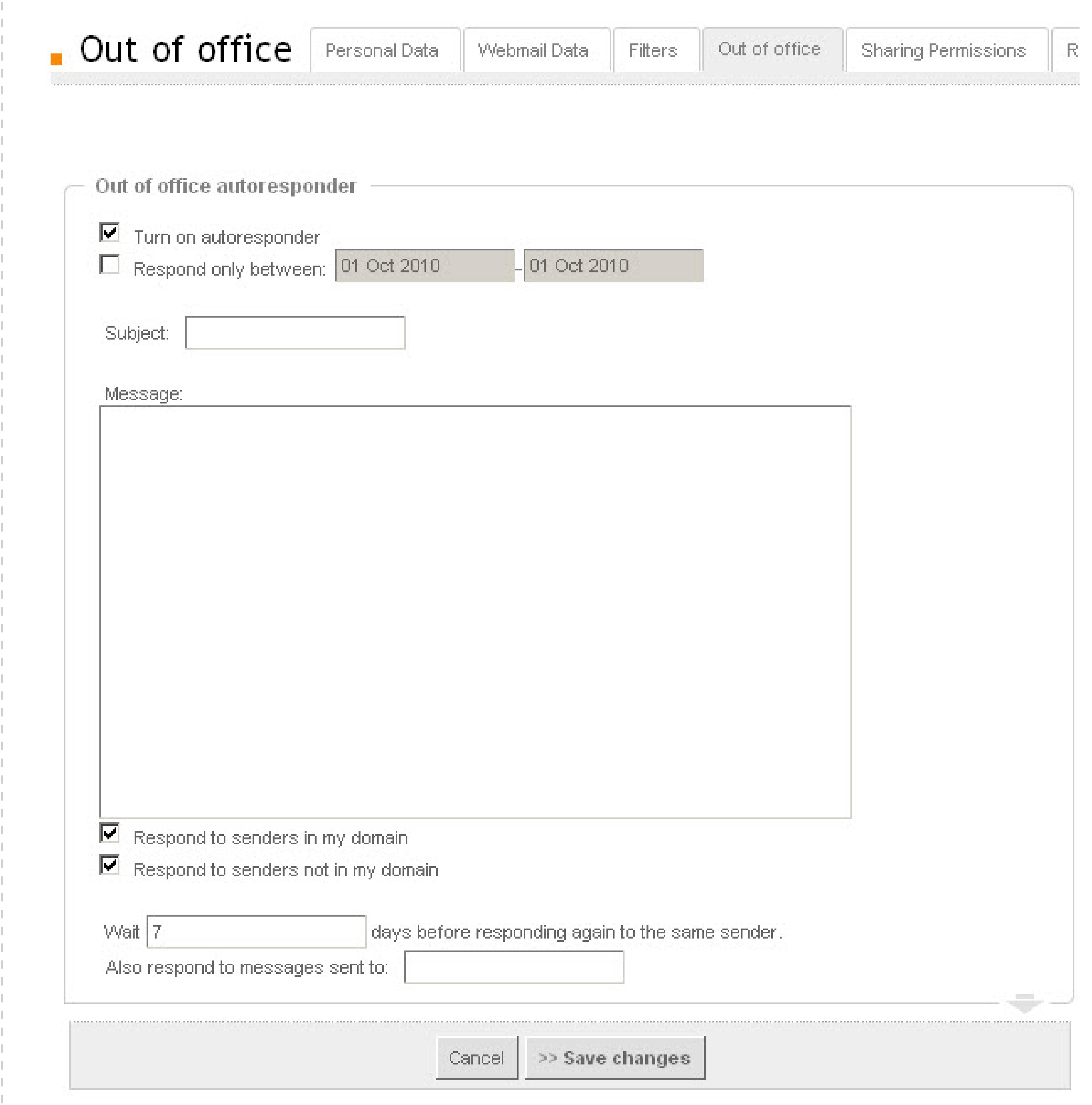
7. "Change subject" - allows you to append or prepend a text to the original email subject.

When you are done configuring the filter, press the "Save changes" button.

Setting an Out-of-Office Auto-Responder

Starting with Axigen 7.x, users have a new dedicated section ("Out of office"), in the "Settings" page, that allows them to further customize an out of office (vacation) automatic responder.

In the configuration window, check the box related to the "Turn on autoresponder" option if you want to enable the automatic responder.



Optionally, you can set the days between which the autoresponder will function. To enable this, check the box related to the "Respond only between" option and set the required time interval.

Warning: If this option is not configured, the autoresponder will function until you disable it manually.

In the "Subject" and "Message" fields, enter the desired text for the automatic message.

You can choose to reply only when receiving an email from your domain or only from other domains, or - by checking both of the related options - you can choose to reply to all the received messages (senders). The related options are "Respond to senders in my domain" and "Respond to senders not in my domain".

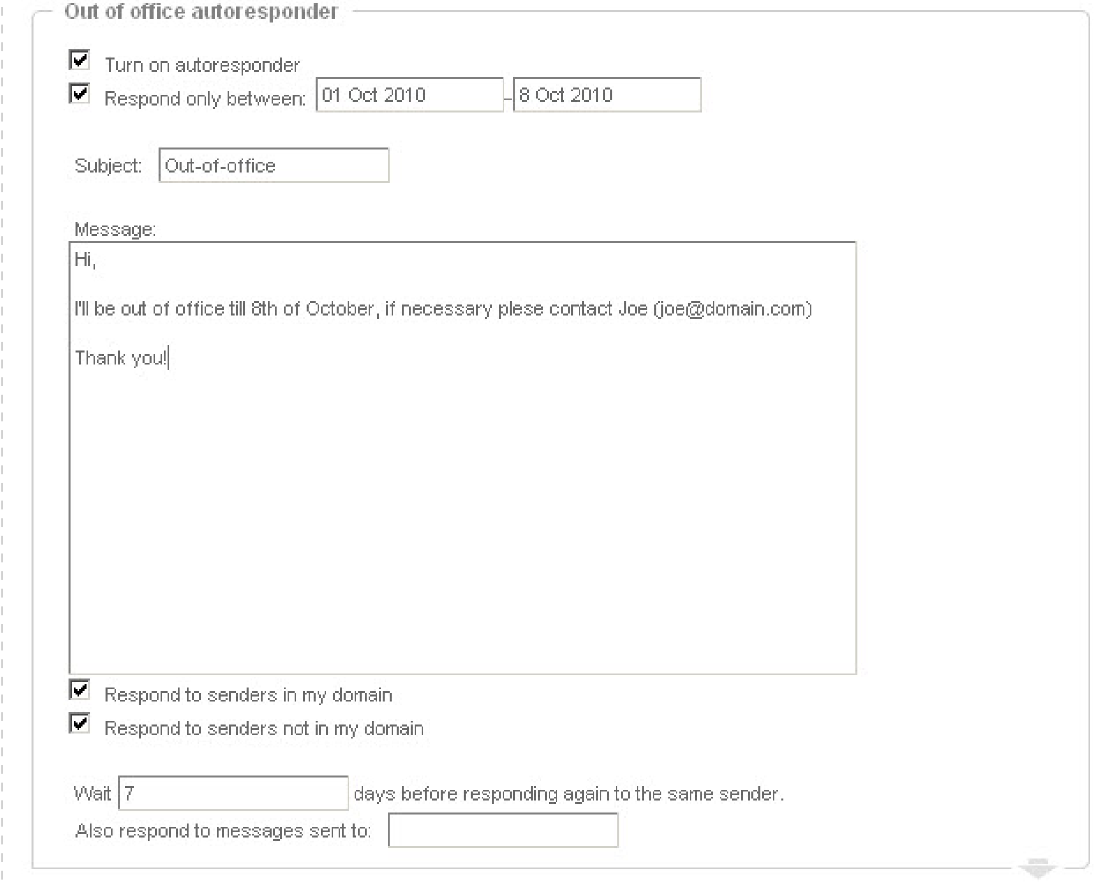
Set the number of days for sending subsequent replies to the same sender via the field related to "Wait _ days before responding again to the same sender." The minimum value for this is 1 day.

You can set another recipient email address for which the auto-responder will be applied (this setting will use the same responder for other recipient addresses you may have - aliases, temporary email accounts, etc.), via the "Also respond to messages sent to" option.

Save the new auto-responder configuration by clicking the "Save changes" button at the bottom of the page.

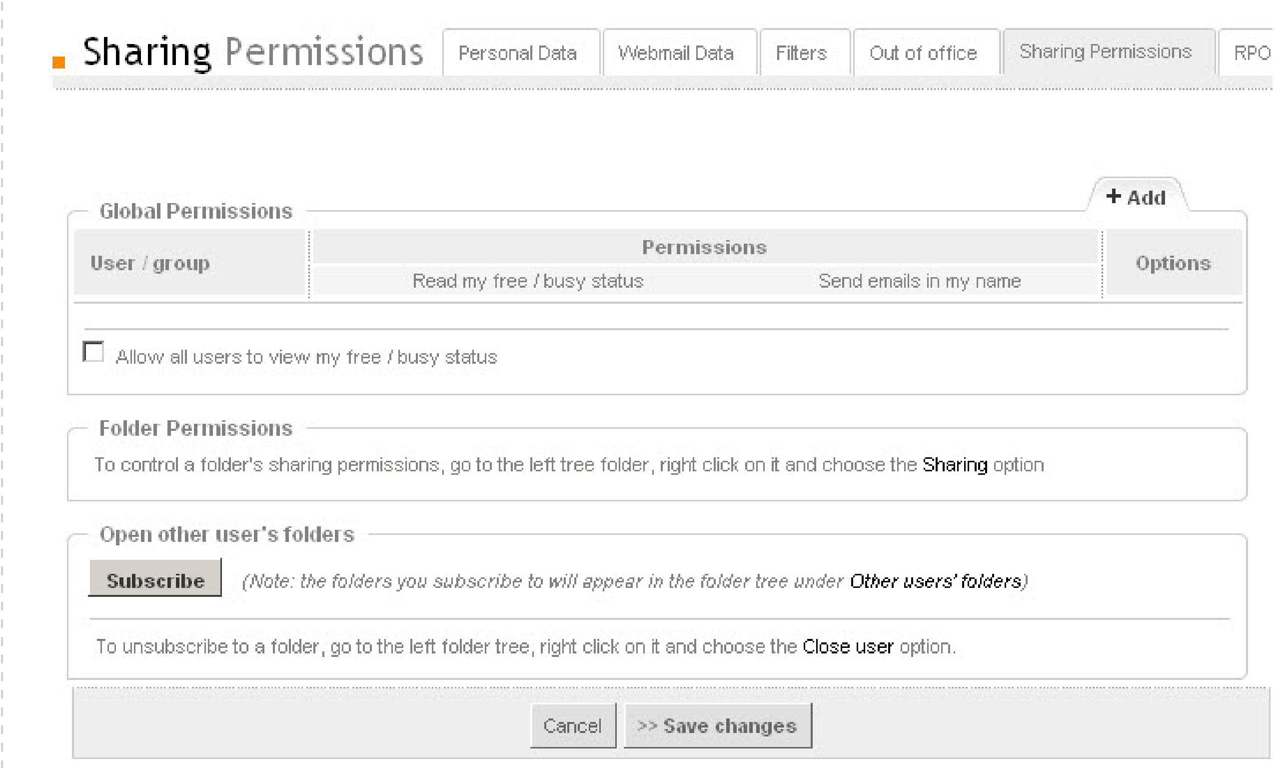
Note: The "Out of office" auto-responder w ill also appear in the "Settings" -> "Filters" list, from w here you can also enable or disable the auto-responder and set, via the arrow buttons on the left, the priority (w hen the filter w ill be applied), in relation to other user filters defined.

An example of a configured auto-responder can be found in the next image.



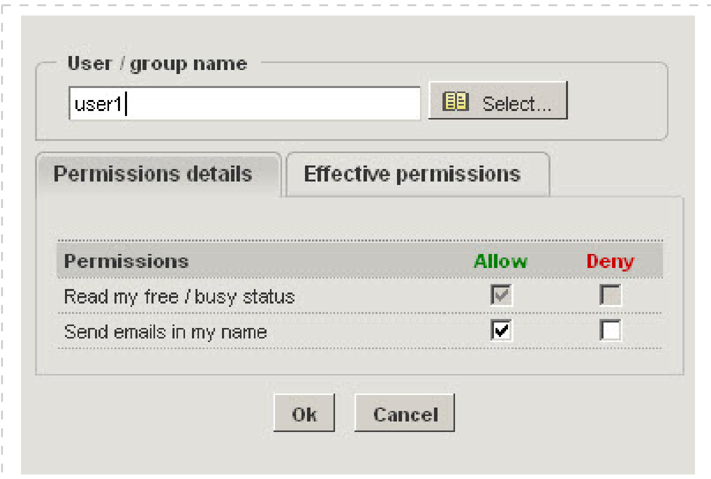
Configuring Sharing Permissions

In the "Sharing Permissions" tab you can access folders shared by other users, allow other users to see your schedule or send emails in your name.



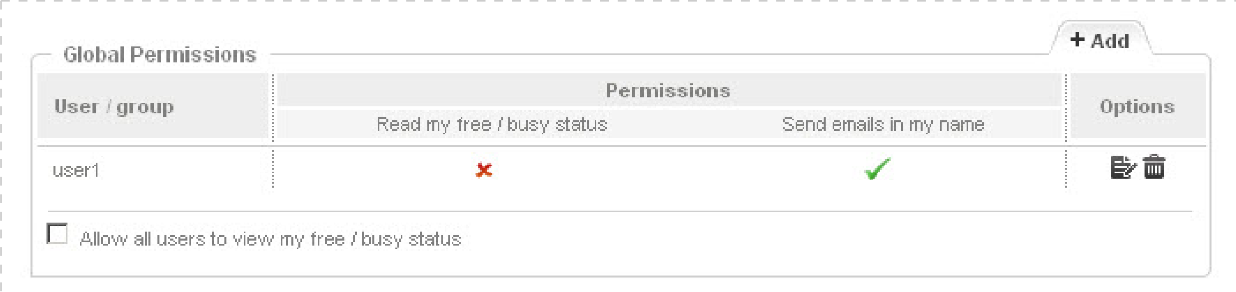
To allow other users to access one of your mailbox folders, go to the left folder tree, right-click on it and choose the "Sharing" option. For more details on folder sharing, please consult the Folder Sharing section.

Starting with 7.4, the "Allow all users to view my availability" option is included. When this is enabled, all users in your domain will be able to see your "Free / Busy" status, for example when trying to invite you to a meeting (calendar event). Also, when adding or editing permissions for a specific user, the "Read my free / busy status" entry will be allowed and grayed out (not editable).



Global permissions

To define permissions for a specific user / group, click the "+ Add" button.



To edit the permissions for an existing entry click the edit icon found in the "Options" column. In the same column, you have the trash bin icon, which you can use to delete an entry from the permissions list.

Read my free / busy status

If a user editing a calendar event has the "Read free / busy status" permission for the attendee's mailbox, the availability is displayed.

Send emails in my name

When sending a new email message, another "From" address can be set if the user has the "Send Mail As" permission for that mailbox.

In the "Add permissions" wizard, use the "Select" button to access your address book and choose the desired user / group account. If you select a group address, then the respective permissions will apply for all members of that group.

The "Permissions" tab allows you to allow or deny the selected user / group to read your free / busy status or send emails with your account name as the source ("From" field). To see what the user is allowed or disallowed, go to the "Effective permissions" tab.

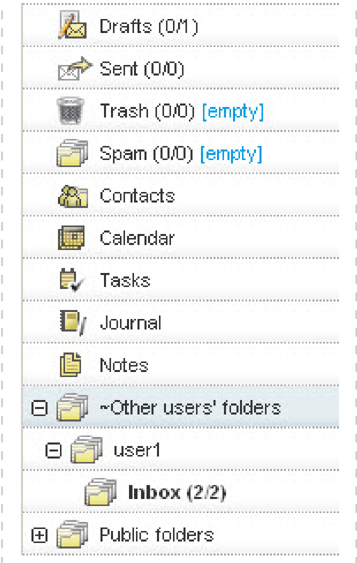
Note: Effective permissions are displayed only for already saved permissions, so changes w on't be reflected until saving.

Open other user's folders

Click the "Subscribe" button or right-click on a folder in the tree and choose Open other user's folders to have access to folders shared by other users. You can either type the email address in the "Shared by" field or click the "Select" button to choose it from the contacts list in your domain.

Warning: This option works only for users in the same domain that have set one of the permissions level (except None). If the other user does not have any folders shared for your account, you will receive an error pop-up like the one below.

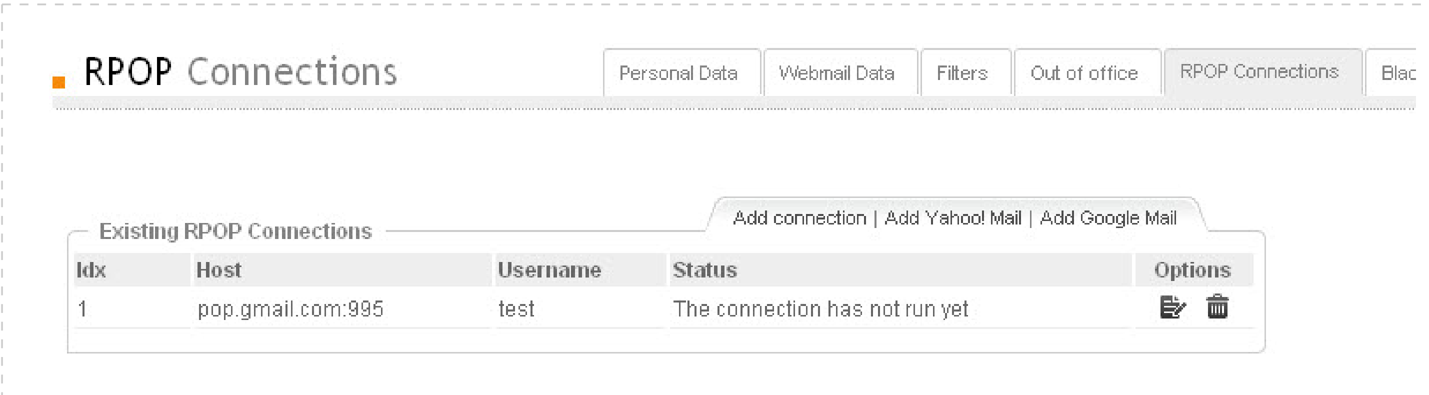
The folder will appear in the "Other users' folders" section of your folder tree, as shown below.



If you do not wish to see the folders shared by a certain user anymore, close them by right-clicking on the folder displaying the user's name (or one of its sub-folders) and choosing the "Close user" option.

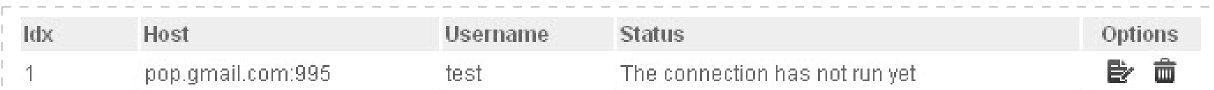
Setting RPOP Connections

When first accessing the "RPOP Connections" tab, a list of the already defined connections is displayed. If no connections have been previously set, the list will be blank.



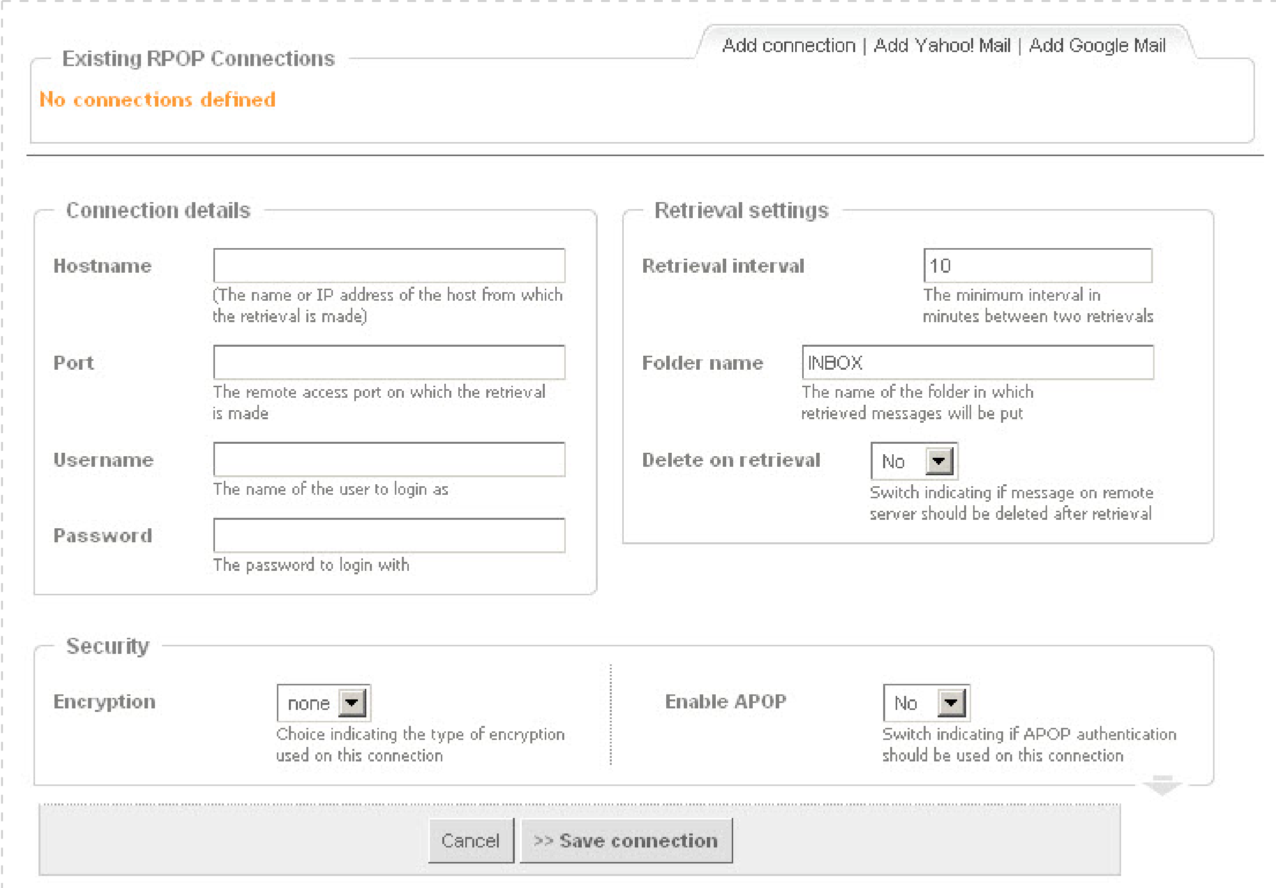
Editing existing RPOP Connections

To delete a RPOP connection, click the Delete icon corresponding to it. To edit a connection, click the Edit icon corresponding to its name. Whether you are adding or editing a RPOP connection, the parameters you need to configure are the same.



Adding new RPOP Connections

In order to add a new connection, press the "Add connection" link.



Specify the name or IP address of the host from which the emails are retrieved by using the "Hostname" field. To set the port on which the retrieval from the desired host is made, use the "Port" field.

Use the "Username" and "Password" fields to specify the authentication details needed to connect for email retrieval.

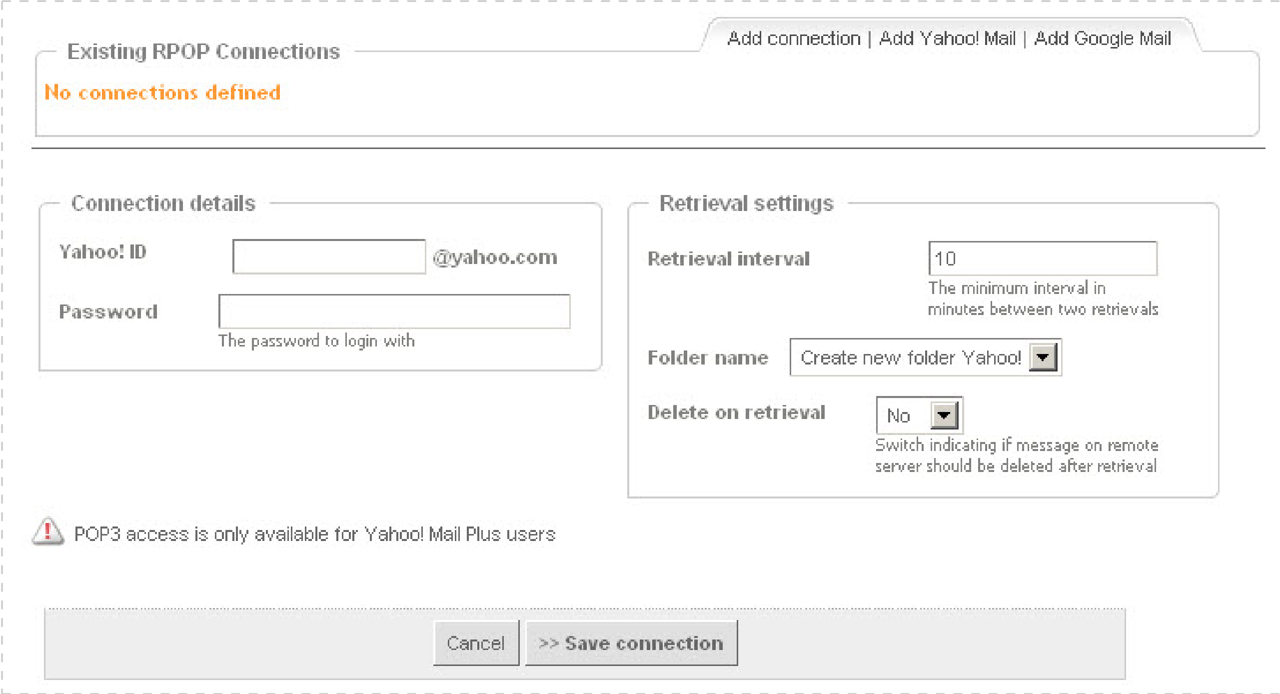
Use the "Retrieval interval" field to specify the minimum interval, in minutes, between two email retrievals. Then specify a certain email folder where you want the emails stored by using the "Folder name" field. You can also select if email messages are deleted or not from the remote server after retrieval, using the Delete on retrieval drop-down box

Note: If you want your emails to be stored in a folder that is not on the root level, you can use the "/" separator to specify the path to your folder (e.g. if you want your emails to be stored in the "Personalmail" folder, which has already been created under "INBOX", the full path to your folder will be INBOX/Personalmail).

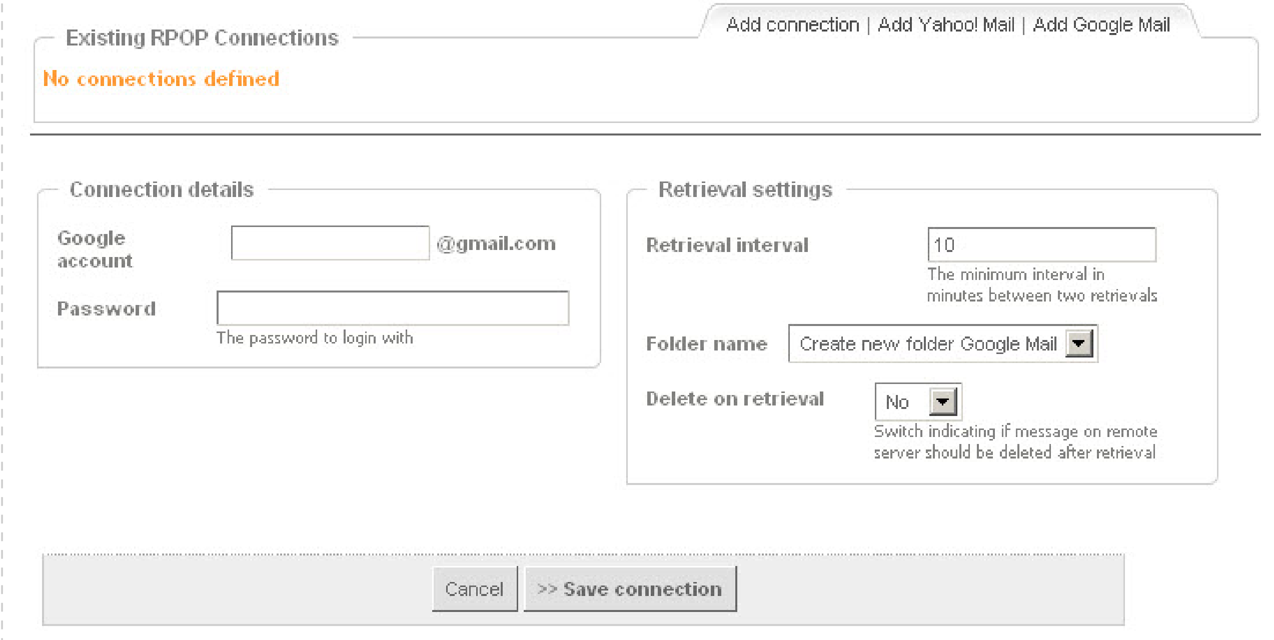
In the "Security" section, select from the "Encryption" drop-down menu the desired type of encryption used on the RPOP connection you are configuring. The available options are "none", "SSL" and "TLS". Use the "Enable APOP" drop-down box to specify if you want to enable APOP authentication for the respective connection.

Emails from "Yahoo Mail" or "Google Mail" accounts can now be added in a simpler way, by using the dedicated RPOP templates.

Click "Add Yahoo Mail", fill in the account name, password, set the retrieval settings and click the "Save connection" button to create a new RPOP entry containing default configurations for the "Yahoo!" email service.



You can also create a new RPOP entry containing default configurations for the "Google Mail" service by clicking the "Add Google Mail" link. Fill in the account name, password and set the retrieval settings.



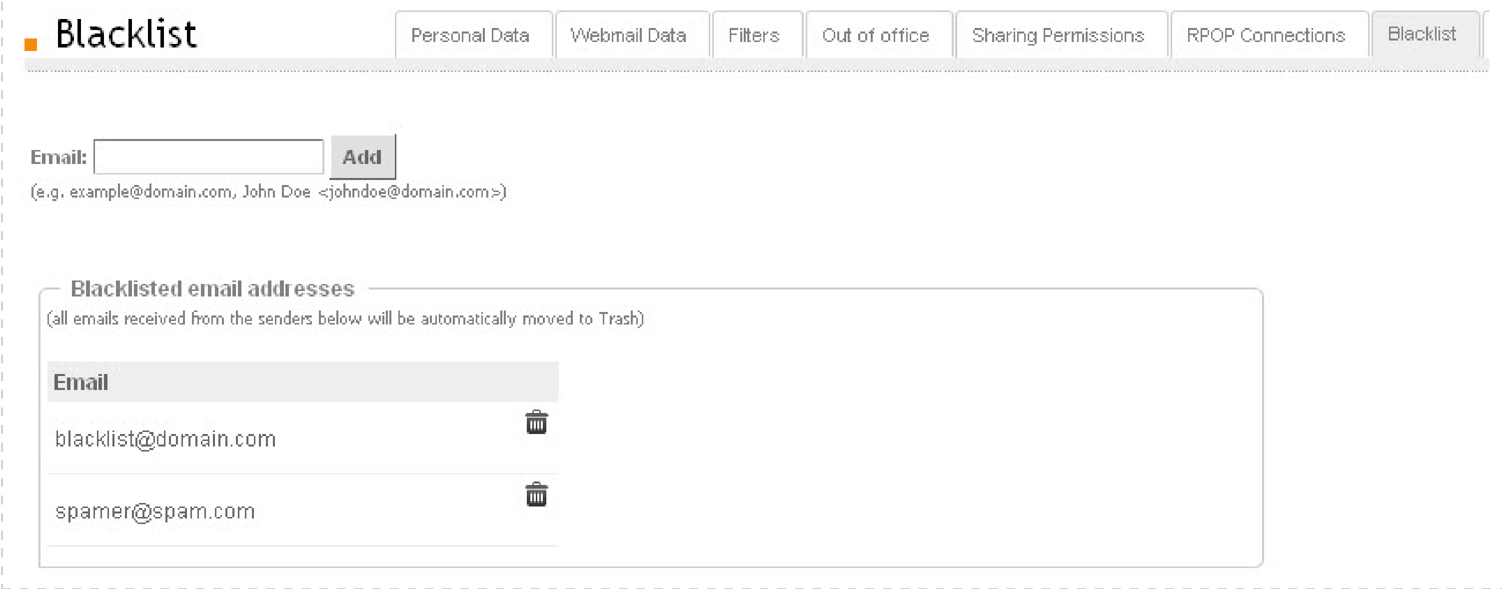
By default, a new folder is created in Inbox named 'Google mail' or 'Yahoo mail'. The user can choose not to use the default but instead pick a folder from the list (in this case no new folder is created).

Note: For users having a Yahoo! email address, POP3 access is only available for Yahoo! Mail Plus users.

When you are done configuring these parameters, remember to press the "Save connection" button.

Managing the Blacklist

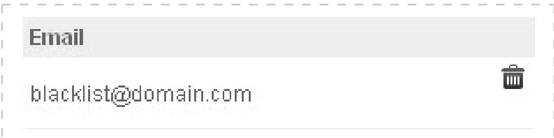
The "Blacklist" section allows you to define a list of email addresses you do not wish to receive emails from. When first accessing this page, there are no email addresses in the list.



Note: In Standard WebMail's email list, you can use the "Block sender" button to add an address to the blacklist.

Manage existing blacklisted addresses

If you entered an email address by accident or you do not wish to block it anymore, click its corresponding delete button.



Adding new address to blacklist

To add an address to the "Blacklist", type it in the "Email:" text field and click the "Add" button.

Note: More options for the "Blacklist" functionality are available in the Ajax WebMail interface. Use the "Blacklist" in the Ajax WebMail if you want to add wildcards to substitute a part of the email address (e.g. *@example.com).

Requesting Temporary Email Addresses

When accessing the "Temporary Email" tab, you can request one or more temporary email addresses (or aliases). These addresses can be used for publishing on the Web - for example, by subscribing it to various newsletter services.

Webmail-settings-tempadd.jpg

Managing existing temporary email addresses

A temporary email address can be manually deleted by clicking the trash-bin icon next to it; alternatively, you can let it automatically expire after a predefined period. The validity period, as well as the number of temporary email addresses you can request are set by the server administrator at domain or account level and cannot be modified by the user.

Webmail-settings-temp-del.jpg

Generating new temporary addresses

When you click the "Generate" button, Axigen automatically creates and activates a random alias (out of letters and numbers, in the same domain as the user). As long as the addresses exist, they are treated as account aliases, meaning that emails sent to those email addresses will be received in the user's Inbox.

Webmail-settings-tempadd-generate.jpg